

# Wisconsin Retirement System (WRS) Employer Orientation



By Rory McGarry - Trust Funds Specialist  
Department of Employee Trust Funds  
January 2011



## Objective

Provide employers an overview of responsibilities relating to the administration of the WRS and ensure awareness of resources available



## Employer Responsibilities

- Administration
- Reporting
- Contributions
- Advise Employees and Distribute Materials

*This listing of responsibilities is not all inclusive. Refer to Chapter 2 of the WRS Manual (ET-1127) for a more complete listing.*

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## Administration

- Determine eligibility for the WRS
  - WRS Manual (ET-1127) – Chapter 3
- Determine proper employment category
  - WRS Manual (ET-1127) – Chapter 4
- Determine any WRS previous service
  - Received a benefit?
  - Rehired annuitant?
- Maintain employee records pertaining to the WRS

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## Designation of Agent Form (ET-1313)

- Use form to:
  - Designate an agent or alternate agent
  - Change existing agent or alternate agent
- Available online at: [etf.wi.gov](http://etf.wi.gov)

Department of Employee Trust Funds  
P.O. Box 7551  
Madison, WI 53707-7551

**DESIGNATION OF AGENT**  
Wis. Stat. § 49.15 (7)(g)

The following position is designated as the agent representing the employer in matters pertaining to the programs administered by the Department of Employee Trust Funds. In the event the designated agent is unable to perform the duties of such position, the person indicated below as alternate agent shall be considered the agent until such time as the position designated as the agent is filled. We have also included room for the insurance and retirement contacts.

EMPLOYER IDENTIFYING NUMBER 09-000 \_\_\_\_\_

EMPLOYER LEGAL TITLE \_\_\_\_\_

TITLE OF POSITION OF EMPLOYER AGENT \_\_\_\_\_

NAME OF AGENT \_\_\_\_\_

AGENT'S PHONE NUMBER \_\_\_\_\_ EXT \_\_\_\_\_

AGENT'S E-MAIL ADDRESS \_\_\_\_\_

AGENT'S OFFICE HOURS \_\_\_\_\_

AGENT'S MAILING ADDRESS \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EFFECTIVE DATE \_\_\_\_\_

TITLE OF POSITION OF ALTERNATE AGENT \_\_\_\_\_

NAME OF ALTERNATE AGENT \_\_\_\_\_

RETIREMENT CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EXT \_\_\_\_\_

INSURANCE CONTACT \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_ EXT \_\_\_\_\_

Designation Certified By:

DATE (MM/DD/YYYY)	SIGNATURE AND TITLE OF CARRYING OFFICER	PHONE NUMBER
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NOTE: For Departments of State Government only, the designation must be certified by the head of that agency.  
ET-1313 (REV. 08/2003)



## WRS Key Point

- Eligibility Upon Hire
  - Employee expected to work:
    - 600 hours for non-teachers and non-school district educational support personnel
    - 440 hours for teachers and school district educational support personnel
  - Employee expected to be employed for at least one year
- WRS Manual (ET-1127) – Chapter 3



## WRS Key Point

- One year of creditable service is:
  - 1904 hours for all non-teachers
  - 1320 hours for all teachers
- Employees only credited with one year of service in any annual period
  - Still need to report **all** hours
- WRS Manual (ET-1127) – Chapter 5

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## Reporting Requirements

- Monthly Remittance Reports
- Periodic Transactions
  - Current Year
  - Prior Year/Late Reported Earnings
- Annual Report
- *WRS Manual (ET-1127)* – Chapters 9, 10, 11

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## WRS Key Point

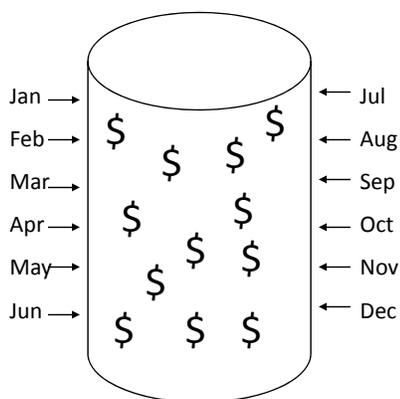
- Reporting of earnings is “when paid”
  - Based on actual pay date
  - Payroll lag
  - Exceptions
    - 9-10 month teacher contracts paid over 12 months
    - Late Reported Earnings / Contract Settlements
- “Add to” System
  - Report difference only when making corrections

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## WRS Key Point

### Monthly Reports



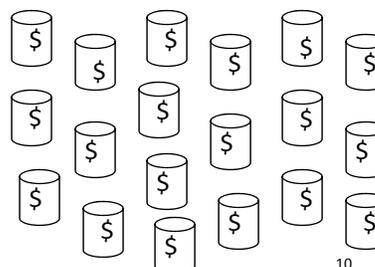
### Periodic Transaction Reports



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### Annual Transaction Report



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## Due Dates

### Periodic Transactions

- Report to ETF within one week of occurrence
- Prompt reporting allows for timely benefit payments

### Annual Report

- Due no later than January 31 for previous reporting year

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## Due Dates

### Monthly Remittance Reports

Remittance report for each month due on the last working day of following month

(except state agencies)

REPORT FOR THE MONTH OF:	Deadline Filing Date	
	LOCAL ENTITIES ONLY *	STATE DEPTS. ONLY **
January	February 28 or 29	February 20
February	March 31	March 20
March	April 30	April 20
April	May 31	May 20
May	June 30	June 20
June	July 31	July 20
July	August 31	August 20
August	September 30	September 20
September	October 31	October 20
October	November 30	November 20
November	December 31	December 20
December	January 31	January 20

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## Contributions

- Transmit required contributions to ETF
  - Based on earnings by employment category reported on monthly remittance reports
  - Additional Contributions
  - Invoice Payments
- ACH requires four business days (ONE)
- *WRS Manual (ET-1127)* – Chapter 8

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## Online Network for Employers (ONE) Applications

- Previous Service and Benefit Inquiry
- WRS Account Update
- WRS Contribution Remittance Entry
- Transaction Upload Application
- WRS Earnings Reports (on-going)
- WRS Earnings Reconciliation Reports (final)
- ONE Training Site

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## Online Network for Employers (ONE)

- **Security Agreement – ET-8928**
- Cookies enabled & JavaScript on
- Best viewed by:
  - Mozilla Firefox 3.6 or later
  - Internet Explorer 8.0 or later

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## ET-8928

- Available online
  - [etf.wi.gov](http://etf.wi.gov)
- Be sure to check all WRS boxes
- Submit to ETF
  - Fax (608) 266-0133

Department of Employee Trust Funds  
P.O. Box 7531  
Madison, WI 53707-7531

**ONLINE NETWORK FOR EMPLOYERS SECURITY AGREEMENT**  
Wis. Stat. § 40.07 (1)

REQUEST TYPE (please check (x) one):

Add new employee       Add application access for existing employee       Name change for existing employee  
 Delete existing employee       Delete application access for existing employee  
 Change access for existing employee

I, Employee: I read the provision set forth below and complete your name, work address, work phone number, e-mail, signature and date below.

I understand that security measures have been established to provide necessary inquiry and update access for the Wisconsin Retirement System (WRS). I agree to maintain the confidentiality of all information that I obtain through online access to WRS accounts. I understand that information in these accounts is not a public record and disclosure to any person or organization is absolutely prohibited.

I further understand that the Online Network for Employers is intended for use by employers to administer WRS and other Department of Employee Trust Funds (ETF) administered benefit programs and is not intended to provide information to members or to assist members in making retirement decisions. I also understand that the Previous Service and Benefit Inquiry Application is not intended to provide complete information to make important decisions regarding a member's WRS benefits.

I have read the provision set forth above. I understand that Wisconsin Statutes, § 943.70 provide criminal penalties for offenses against computer data and programs. Violation of the provision will result in termination of my online access to WRS, other member accounts and/or termination of my Employer's online access to WRS administrative accounts.

Employee Name/Work Address/Work Phone Number	ETF Security Administrator Use Only	
Employee Signature/Date	Login ID	ETF Security Administrator Signature/Date
Employee e-Mail Address		

II. **Employee WRS Agent:** Clarify that the above employee is authorized to give access to the Online Network for Employers by completing the areas below and checking those applications for which authorization is being requested. Please notify ETF immediately if your authorized employee terminates or leaves authorization.

WRS Previous Service & Benefit Inquiry       myETF Benefits for Administrators:

WRS Contribution Remittance       Health Eligibility Inquiry or  Health Eligibility Update  
 WRS Account Update       Health Premium Inquiry or  Health Premium Payment  
 R/R Premium Payment

(Caution: Authorization for the WRS Account Update, myETF Benefits Inquiry and Payment, and (C) Premium Payment applications will enable your authorized employee(s) to perform any and all functions, including those contemplated in the future. Additional authorization will not be required.)

I understand that Wisconsin Statutes, § 943.70, provide criminal penalties for knowingly making false or fraudulent claims on this form and hereby warrant that to the best of my knowledge and belief, the above information is true and correct. I verify that I am responsible for providing information to the Wisconsin Retirement System.

Employee Name:	Employee ID Number:
WRS Agent Name:	SSN/EIN:
WRS Agent Signature:	Phone Number:
	Date:

III. **ETF Security Office:** Will issue each designated employee a login ID, password, and PIN to gain access to the system. Please allow two to three weeks to receive authorization and instructions for access.

ET-8928 (REV 09/2010) etf.wi.gov

Employee Trust Funds On-line Network for Employers - Windows Internet Explorer

http://etfonline.wi.gov/etf/internet/employer/one.html



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 manage contributions and payment. ONE is an interactive Internet application that is easy and convenient to use.

Logon and Password Support (608) 264-9181 / 866-843-9724 or email us at [ETFOnl\\_lineHelp@etf.state.wi.us](mailto:ETFOnl_lineHelp@etf.state.wi.us)  
Employer Communications Center (608) 264-7900

**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 calculation of benefits (for 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.

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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 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, Employee Reports by Month, Listing of Over/Under Entries and Unfunded Actuarial Accrued Liability Statement.



## Advise Employees and Distribute Materials

- Agent is accountable for:
  - Providing all operations staff with ETF communications
  - Provide employees with ETF contact information, forms, brochures, internet links, etc.
    - Video Library

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## ETF Resources

- Website – [etf.wi.gov](http://etf.wi.gov)
  - Employer Menu
- *ET-1127 WRS Administration Manual*
- *ET-1733 Online Network for Employers Manual*
- Employer Bulletins
- Video Library
- Webinars
- Employer Communication Center
  - Phone or Email

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## Reference

- *WRS Administration Manual – ET-1127*  
– Chapter 2 – Employer Responsibilities
- [www.etf.wi.gov](http://www.etf.wi.gov)  
– Employers menu

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## Questions?

Contact the Employer Communication Center:

Local: (608) 264-7900  
Toll-Free: (888) 681-3952

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