

Wisconsin Retirement System (WRS)  
**Monthly Remittance Reporting**



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## Objective

Enable employers to accurately report monthly payroll WRS earnings by employment category and pay the corresponding contributions



## Topics

- Reporting Requirements
- Due Dates
- WRS Contribution Remittance (ONE)

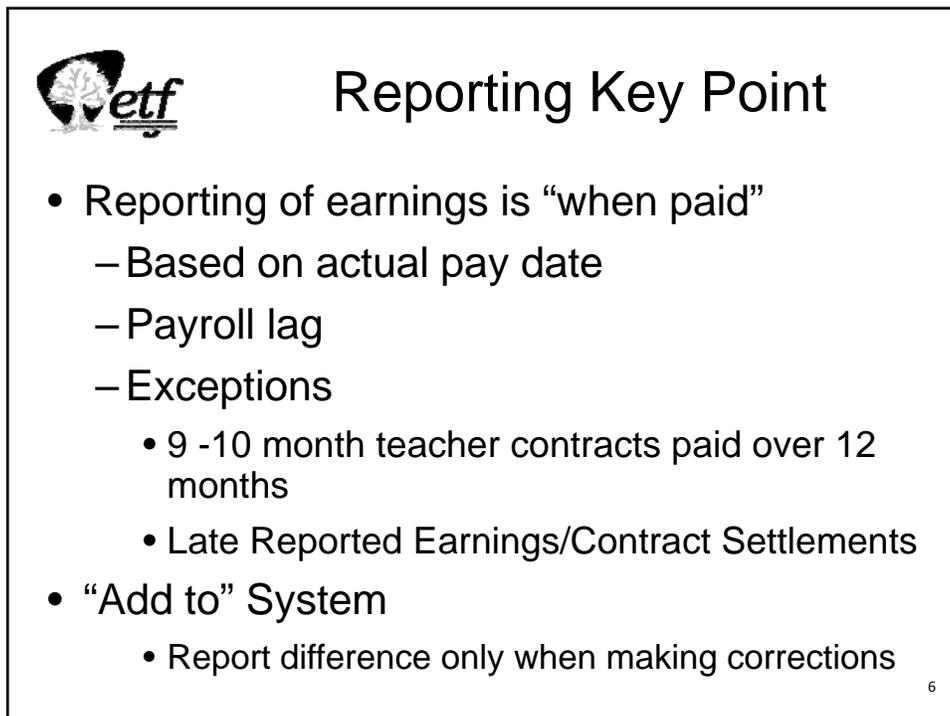
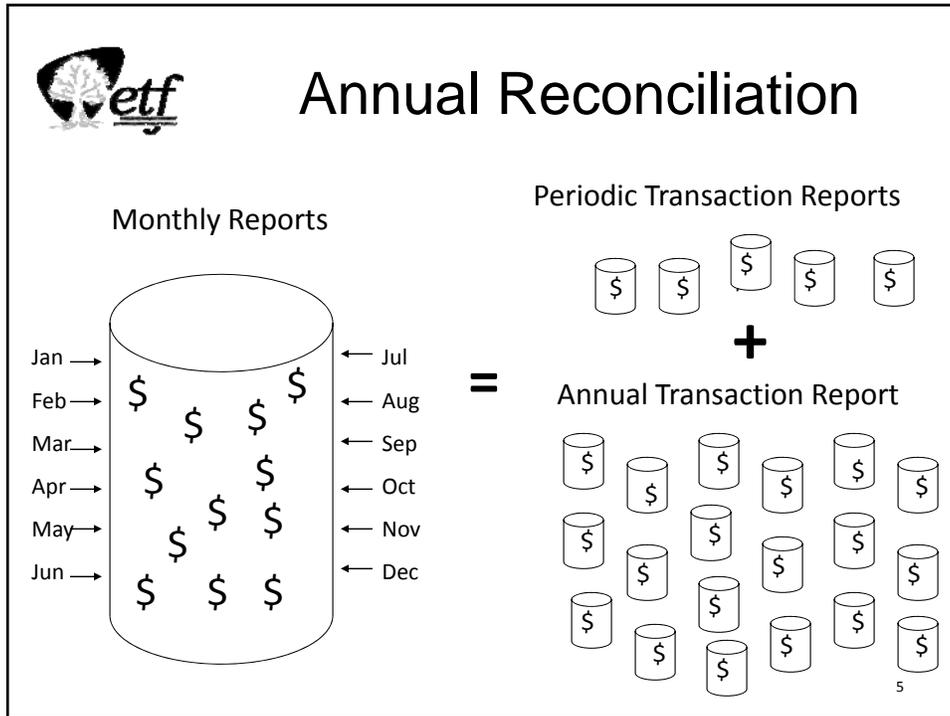
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## Reporting Requirements

- Monthly Remittance Reports
  - Total WRS earnings for each category, for each month
  - Automated processing via ONE
    - Minimum of four (4) banking days required to complete ACH transaction
    - Submit ACH Direct Withdrawal Authorization form (ET-1734)
- *WRS Manual (ET-1127)* – Chapter 8

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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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## WRS Contribution Remittance (ONE)

- Select a payment due date or default to statutory due date (i.e. last working day of month)
- Reporting can be done after last payroll for the month
  - Exception, December payroll as may need to reconcile to the annual report
- Eliminates late payment fees due to mailing delays

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**Applications**

Previous Service and Benefit Inquiry  
Description: Allows employers to view historical information regarding their employees' WRS participation on-line. Assists in determining agencies only).

WRS Account Update  
Description: Provides employer with the ability to securely transmit account updates to ETF. The application includes WRS enrollment

**WRS Contribution Remittance Entry**  
Description: Allows employers to transmit WRS Monthly Retirement Remittance Reports (ET-1515) to ETF and make payment through

WRS Transaction Upload  
Description: Allows employers to upload and

WRS Earnings Reports (On-going)  
Description: Allows employers to view the WRS Employees (Pre-List), Listing of Over/Under Entries

WRS Earnings Reconciliation Reports (Final)  
Description: Allows employers to view the WRS Annual Reconciliation Reports. The application consists of six reports including: Earnings 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.

***WRS Contribution Remittance Entry***



**ETF Web Applications Logon**

User ID:

Password:

→

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)

### Wisconsin Employee Trust Funds (ETF) Monthly Retirement Remittance Report Access

**Authorized Personnel Only**

Version 1.0

Employee Trust Funds (ETF) Wisconsin Retirement System Automated Monthly Remittance Reporting System is a way to Report Earnings, Contributions and other amounts without using paper or wire transfers. You must first have both an ACH account and and logon ID set up with ETF.

**To connect to the Automated Monthly Remittance Reporting System, please enter your Employer Number and select the type of report you intend to submit: 'Regular' or 'Supplemental'.**

Employer Number:

Regular

Supplemental

### Wisconsin Employee Trust Funds (ETF) Employer Remittances

Refer to the WRS Administration Manual Chapter 7 for detailed instructions in completing this form. [Click here to view the manual.](#)

#### INFORMATIONAL SECTION

The following information provides your current balances. Please make payment or take credit as indicated.

No over or under balance found for this employer.

#### Open Employer Invoice (Enter in Invoice Detail Section)

| Invoice Number | Type                    | Due Date   | Principal Amount | Interest Amount | Amount Received | Invoice Balance |
|----------------|-------------------------|------------|------------------|-----------------|-----------------|-----------------|
| 0036488        | ER REC-ER REPORTING ERR | 04/20/2011 | 156.44           |                 |                 | 156.44          |

Please contact (608)266-3309 if you have questions.

Please enter the information requested.  
and press the 'Submit' button.

#### ENTRY SECTION

**ENTRY SECTION**

|                            |  |            |  |
|----------------------------|--|------------|--|
| Employer Name and Address: |  |            |  |
| Agent Name:                | Employer Identification Number:  |            |  |
| Agent Title:               | Report Type:   | Regular    |  |
| Employer Name:             | Normal Due Date:   | 03/31/2011 |  |
| Agent Address 1:           | Reporting Month and Year<br><small>(Change the Supplemental QTR)</small> | 02/2011    |  |
| Agent Address 2:           | Date Entered:  | 03/01/2011 |  |
| Agent City:                | Requested Transfer Date<br><small>(mm/dd/yyyy)</small>                   | 03/31/2011 |  |
| Agent State/Zip:           |  |            |  |

| Employment Category Title (Code):                             | Employee Earnings    | Total Rate | Total Contributions                    |
|---|----------------------|------------|--|
| General Educ. Support Pers.<br>(00, 01, 12)                   | <input type="text"/> | 11.6       | <input type="text"/>                   |
| Elected Judges Exec. Pay Plan<br>(02, 05, 06, 07, 08, 09, 11) | <input type="text"/> | 0.0        | <input type="text"/>                   |
| Protective with Soc. Sec.<br>(03)                             | <input type="text"/> | 0.0        | <input type="text"/>                   |
| Protective without Soc. Sec.<br>(04)                          | <input type="text"/> | 0.0        | <input type="text"/>                   |
| Teachers<br>(10)  | <input type="text"/> | 11.6       | <input type="text"/>                   |
| <b>Total Earnings</b>   |                      |            | <b>Sub-total of Contribution Lines</b> |

|  |                      |
|--|----------------------|
| 1. Over or Underpayment and/or Interest Due for Late Reported                    | <input type="text"/> |
| 2. Additional Contributions  | <input type="text"/> |
| 3. Total Invoice Items (from below)  | <input type="text"/> |
| 4. Other Payments  | <input type="text"/> |
| <b>5. GRAND TOTAL OF ALL LINES ABOVE</b> (System will calculate the grand total) | <input type="text"/> |

Invoice Detail Section

|           | Invoice Number       | Amount               |           | Invoice Number       | Amount               |
|-----------|----------------------|----------------------|-----------|----------------------|----------------------|
| Invoice 1 | <input type="text"/> | <input type="text"/> | Invoice 4 | <input type="text"/> | <input type="text"/> |
| Invoice 2 | <input type="text"/> | <input type="text"/> | Invoice 5 | <input type="text"/> | <input type="text"/> |
| Invoice 3 | <input type="text"/> | <input type="text"/> | Invoice 6 | <input type="text"/> | <input type="text"/> |



## Keying Remittance Application

- Enter earnings and contributions by employment category
  - Include decimal places (dollars and cents)
- Can enter your actual payroll system contributions
  - If rounding produces few cents difference, system allows

## Verify Payroll Month and Transfer Date and Input Earnings and Contributions

|                            |  |            |  |
|----------------------------|--|------------|--|
| Employer Name and Address: |  |            |  |
| Agent Name:                | Employer Identification Number:                          |            |  |
| Agent Title:               | Report Type:   | Regular    |  |
| Employer Name:             | Normal Due Date:   | 03/21/2011 |  |
| Agent Address 1:           | Reporting Month and Year (change for Supplemental ONLY): | 02/2011    |  |
| Agent Address 2:           | Date Entered:  | 03/01/2011 |  |
| Agent City:                | Requested Transfer Date (mmddccyy):                      | 03/21/2011 |  |
| Agent State/Zip:           |  |            |  |

| Employment Category Title (Code):                          | Employee Earnings    | Total Rate                      | Total Contributions  |    |
|--|----------------------|---------------------------------|----------------------|----|
| General, Educ. Support Pers. (00, 01, 12)                  | <input type="text"/> | 12.8                            | <input type="text"/> |    |
| Elected Judges Exec. Pay Plan (02, 05, 06, 07, 08, 09, 11) | <input type="text"/> | 14.5                            | <input type="text"/> |    |
| Protective with Soc. Sec. (03)                             | <input type="text"/> | 17.8                            | <input type="text"/> |    |
| Protective without Soc. Sec. (04)                          |                      | 0.0                             |                      |    |
| Teachers (10)  |                      | 0.0                             |                      |    |
| <b>Total Earnings</b>                                      |                      | Sub-total of Contribution Lines |                      | 15 |

## Input Invoice Numbers/Other Items Submit, Verify, and Confirm

|  |                      |
|--|----------------------|
| 1. Over or Underpayment and/or Interest Due for Late Reported <i>ETF Notices</i>                           | <input type="text"/> |
| 2. Additional Contributions <i>Paid by Employee or Employer</i>  | <input type="text"/> |
| 3. Total Invoice Items (from below) <i>Automatically entered from below</i>                                | <input type="text"/> |
| 4. Other Payments <i>Unfunded Actuarial Accrued Liability</i>  | <input type="text"/> |
| 5. <b>GRAND TOTAL OF ALL LINES ABOVE</b> (System will calculate the grand total) <i>Automatically adds</i> | <input type="text"/> |

Invoice Detail Section

|           | Invoice Number       | Amount |           | Invoice Number       | Amount |
|-----------|----------------------|--------|-----------|----------------------|--------|
| Invoice 1 | <input type="text"/> |        | Invoice 4 | <input type="text"/> |        |
| Invoice 2 | <input type="text"/> |        | Invoice 5 | <input type="text"/> |        |
| Invoice 3 | <input type="text"/> |        | Invoice 6 | <input type="text"/> |        |



## Reference

- WRS Administration Manual – ET-1127
  - Chapter 8 – Monthly Retirement Remittance Reports
- [www.etf.wi.gov](http://www.etf.wi.gov)
  - Employers Tab

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## Questions?

Contact the Employer  
Communication Center

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

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