Wisconsin Retirement System (WRS)

Periodic Reporting

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

Objective

Enable employers to accurately report WRS transactions as needed throughout the year

2

Topics

- Reporting Requirements
- Employee Paid Contributions
- Utilizing the Account Update Application
- Data Descriptions
- Examples

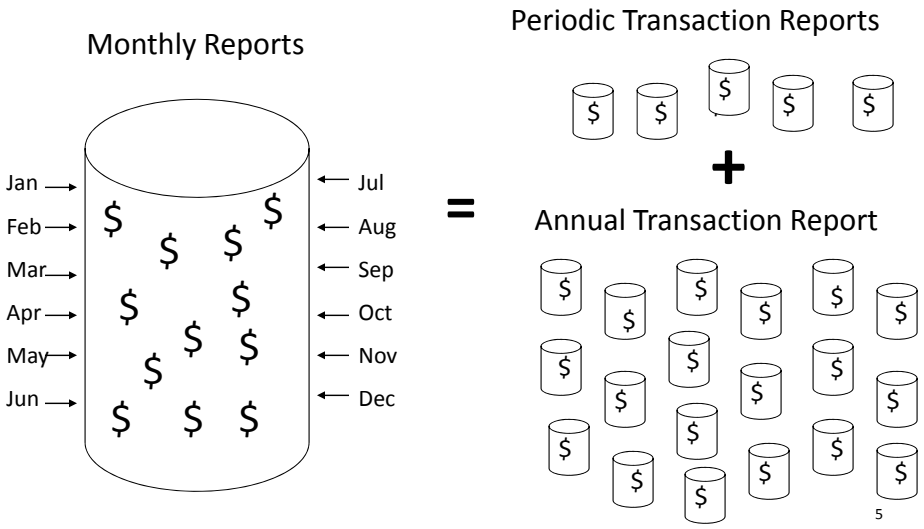
3

Reporting Requirements

- Periodic Transactions
  - Use to report transactions “as needed”
  - Current Year
  - Prior Year/Late Reported Earnings
- *WRS Manual (ET-1127)* – Chapters 9, 11, 12

4

Annual Reconciliation



5

Reporting Key Points

- 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

6

Due Dates

- Periodic Transactions
  - Report to ETF within one week of occurrence or last paycheck date
  - Prompt reporting allows for timely benefit payments

7

Reporting Employee Paid Contributions

- Must report contributions paid by employee:
  - Employee-Required Contribution (EERC)
  - Benefit Adjustment Contribution (BAC)
- Critical for tracking tax implications

Subject to change due to pending legislation

8

WRS Account Update – Periodic Transactions

Employee Trust Funds
WRS Account Update Application

WRS Enrollment/Descriptive Data Changes

P033 - Employment Begin Date Change

P063 - Employment Category Correction
(This correction code can only be used if an incorrect employment category was indicated when enrolling the employee in WRS)

P036 - Gender Change

P031 - Name/Address Change

P060 - WRS Enrollment

Employee Transaction Reporting

EE Transaction Reporting Correction

Employee Transaction Reporting	EE Transaction Reporting Correction
P001 - Termination - Employment or Retirement	P081 - Correction to P001 Termination
P003 - Termination - Not Eligible (Employee worked less than 30 calendar days or rehired annuitant enrolled in error)	P083 - Correction to P003 Not Eligible
P004 - Termination - Non Work-Related Illness/Injury	P084 - Correction to P004 Termination Non Work-Related Illness/Injury
P005 - Termination - Dismissal	P085 - Correction to P005 Dismissal
P006 - Termination - Death	P086 - Correction to P006 Death

9

Employee Transaction Reporting	EE Transaction Reporting Correction
P001 - Termination - Employment or Retirement	P081 - Correction to P001 Termination
P003 - Termination - Not Eligible (Employee worked less than 30 calendar days or rehired annuitant enrolled in error)	P083 - Correction to P003 Not Eligible
P004 - Termination - Non Work-Related Illness/Injury	P084 - Correction to P004 Termination Non Work-Related Illness/Injury
P005 - Termination - Dismissal	P085 - Correction to P005 Dismissal
P006 - Termination - Death	P086 - Correction to P006 Death
P007 - Termination - Waived Part Time Elected Service	P087 - Correction to P007 Waived Part Time Elected Service
P008 - Termination - Work-Related Illness/Injury	P088 - Correction to P008 Termination for 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	P089 - Correction to P054 or P058 Leave of Absence
P058 - LOA - Work Related Illness/Injury	

Wisconsin Retirement System (WRS)
P001 Termination - Employment or Retirement
Entry Form

Please refer to the WRS Administration Manual for specific instructions. Click here to view the manual.

Employer: Report Date:
Agent Title:
Agent Name:

Employee's Indicative Data
Social Security Number:
First Name: Middle Initial:
Last Name:
Address:
City, State, Zip:

Coverage Data
Action/Termination Date: (mm/dd/ccyy) Last Earning Date: (mm/dd/ccyy)
Employment Category: Please select one / 00 General Employment / 01 Court Reporter

Earnings and Contributions

	Hours	Earnings
January to June Teachers/Judges/ Educ. Support personel Only		
Calendar Year to Date (Jan-Dec)		

Deducted from Employee
Employee Required Contribution Benefit Adjustment Contribution

Additional Contributions	Fixed	Variable
Employee Paid:		
Employer Paid:		
Tax Deferred:		

Submit Clear Logout Menu

11

Action Codes – P0XX

- 60 – Enrollment
- 01 – Termination
- 05 – Dismissal
- 81 – Correction to a 01 Termination
- 10 – Employment Category Change
- 06 – Death
- 54 – Leave of Absence
- 23 – Contract Settlement

12

Employee Data

Report Date (MM/DD/CCYY)	Page No.	Employer Identification No. 69-036
Employer Name		

- Employer Info
  - Employer Number and Name
- Employee Info
  - SSN and Name (First, Last, MI)
  - Employment Category
  - Address

Social Security No. NAME *Last, First, Middle Initial* Street Address or P.O. Box City, State, ZIP
SS#

13

Coverage Data

- Report Date
  - Indicates year credited with hours/earnings/contributions

Report Date (MM/DD/CCYY)

- Termination/Action Date
  - Actual date
  - Keep same date for corrections

Termination/ Action Date (MM/DD/CCYY)

- Last Earnings Date
  - Not needed on most transactions
  - Required for leave of absences

Last Earnings Date (MM/DD/CCYY)

14

Earnings and Contributions

1-1-XX THRU 6-30-XX TEACHERS/JUDGES/EDUC. SUPPORT PERSONNEL ONLY		
Hours of Service	EARNINGS	
	Dollars	Cents

Calendar Year to Date		
Hours of Service	EARNINGS	
	Dollars	Cents

- Fiscal Year Hours and Earnings (FY)
  - 1/1/CCYY thru 6/30/CCYY
  - Only Judges, Teachers, and Educational Support Personnel
- Calendar Year Hours and Earnings (CY)
  - 1/1/CCYY thru 12/31/CCYY

15

Earnings and Contributions

Deducted from Employee (IF APPLICABLE)			
Employee Required Contribution		Benefit Adjustment Contribution	
Dollars	Cents	Dollars	Cents

- Contributions Deducted from Employee
  - Employee Required Contribution (EERC)
  - Benefit Adjustment Contribution (BAC)
    - Cannot combine for reporting
- Employee paid contributions: **Tax implications**

16

Additional Contributions

Additional Contributions – 403(b) tax – deferred additional contributions are no longer accepted							
Employee Paid				Employer Paid			
Core		Variable		Core		Variable	
Dollars	Cents	Dollars	Cents	Dollars	Cents	Dollars	Cents

- Additional Contributions (ET-2535)
  - Employee - (Employee Paid)
    - Payroll deducted
  - Employer - (Employer Paid)
- Core and Variable Fund Split

17

Example #1 (Termination)

- Bill A. Jones – City worker terminates employment on 2/28/2011
  - General category
  - Employer pays all contributions
  - Payroll deducted additional contributions
    - $700.00 up until termination
    - Not in Variable Fund
  - 2011 hours and earnings:
    - 1/1/2011 – 2/28/2011 : 280 Hours & $4,760.00

18

Example #1 Transaction
(Termination)

Report Date	→	03/14/2011
SSN/Name	→	SSN / Bill
Employment Category	→	00
Action Code	→	01
Action Date	→	2/28/2011
Last Earnings Date	→	N/A
FY Hours & Earnings	→	N/A
CY Hours and Earnings	→	280 $4,760.00
EERC	→	N/A
BAC	→	N/A
Additional Employee Paid	→	$700.00
Additional Employer Paid	→	N/A

19

Wisconsin Retirement System (WRS)
P001 Termination Employment or Retirement
Entry Form

Please refer to the WRS Administration Manual for specific instructions. Click here to view the manual

Employer:
Report Date: 03/14/2011
Agent Title:
Agent Name:

Employee's Indicative Data
Social Security Number: 123456789
First Name: Bill
Middle Initial: A
Last Name: Jones
Address: 123 Rocky Lane
City, State, Zip: Madison WI 53703

Coverage Data
Action/Termination Date: 02/28/2011 (mm/dd/ccyy)
Last Earning Date: (mm/dd/ccyy)
Employment Category:
Please select one
00 General Employment
01 Court Reporter

Earnings and Contributions

	Hours	Earnings
January to June Teachers/Judges/ Educ. Support personel Only		
Calendar Year to Date (Jan-Dec)	280	4760.00

Deducted from Employee
Employee Required Contribution
Benefit Adjustment Contribution

Additional Contributions	Fixed	Variable
Employee Paid	700.00	
Employer Paid		
Tax Deferred		

Submit Clear Logout Menu New EIN

Example #2
(Employment Category Change)

- Judy S. Doe – Educational Support Personnel who switched to teacher on 3/1/2011
  - Must pay 5.8% of earnings towards retirement (5.0 % EERC and 0.8% BAC)
    - $295.80 throughout 2010 as support staff
  - No payroll deducted additional contributions
  - Her final hours and earnings as a support staff:
    - January – June: 320 Hours & $5,100.00 (FY)
    - January – December: 320 Hours & $5,100.00 (CY)

21

Example #2 Transaction
(Employment Category Change)

Report Date	→	03/16/2011	
SSN/Name	→	SSN / Judy	
Employment Category	→	12	
New Employment Category	→	10	
Action Code	→	10	
Action Date	→	03/01/2011	
Last Earnings Date	→	N/A	
FY Hours & Earnings	→	320	$5,100.00
CY Hours and Earnings	→	320	$5,100.00
EERC	→	$255.00	
BAC	→	$40.80	
Additional Employee Paid	→	N/A	
Additional Employer Paid	→	N/A	

22

Wisconsin Retirement System (WRS)
P010 Employment Category Change with Money
Entry Form

Please refer to the WRS Administration Manual for specific instructions. Click here to view the manual.

Employer: Report Date: 03/16/2011

Agent Title:
Agent Name:

Employee's Indicative Data

Social Security Number: 987654321

First Name: Judy Middle Initial: S

Last Name: Doe

Coverage Data

Action/Termination Date: 03/01/2011 (mm/dd/ccyy) Last Earning Date: (mm/dd/ccyy)

Old Employment Category:
10 Teacher
11 Teacher, Executive Retirement Plan
12 Education Support Personnel

New Employment Category:
09 Local Elected Official
10 Teacher
11 Teacher, Executive Retirement Plan

Earnings and Contributions
Only report hours and earnings associated with the old category.

	Hours	Earnings
January to June Teachers/Judges/ Educ. Support personel Only	320	5100.00
Calendar Year to Date (Jan-Dec)	320	5100.00

Deducted from Employee

Employee Required Contribution 255.00 Benefit Adjustment Contribution 40.80

Additional Contributions	Fixed	Variable
Employee Paid:		
Employer Paid:		
Tax Deferred:		

Submit Clear Logout Menu

Contract Settlement/Prior Year

Department of Employee Trust Funds
WISCONSIN RETIREMENT SYSTEM
P.O. Box 7931 – Madison, WI 53707-7931

EMPLOYEE TRANSACTION REPORT

Refer to your WRS Employer Administration Manual Chapter 9 for current year transaction reporting, and Chapter 11 for reporting service and/or earnings in a year prior to the current year. Please print/type in large, clear letters and numbers to avoid processing delays.

Report Date (MM/DD/CCYY): 12/31/10 Page No. Employer Identification No.: 63-636 XXXX-XXX

Employer Name: EMPLOYER NAME

Social Security No. NAME Last, First, Middle Initial Street Address or P.O. Box City, State, ZIP	Emp Cat	Action Code	Termination/ Action Date (MM/DD/CCYY)	Last Earnings Date (MM/DD/CCYY)	New Empl. Code	1-1-XX THRU 6-30-XX TEACHERS/JUDGES/EDUC. SUPPORT PERSONNEL ONLY Hours of Service	EARNINGS Dollars	Cents	Calendar Year to Date Hours of Service	EARNINGS Dollars	Cents	Deducted from Employee (IF APPLICABLE) Employee Required Contribution Dollars	Cents	Benefit Adjustment Contribution Dollars	Cents	* Add'l Cont? X if yes
SS# #1 XXX-XX-XXXX EMPLOYEE'S NAME EMPLOYEE'S ADDRESS	00	23	12/31/10							980	33					
SS# #2 XXX-XX-XXXX EMPLOYEE'S NAME EMPLOYEE'S ADDRESS	00	23	12/31/10							119	41					
SS# #3 XXX-XX-XXXX EMPLOYEE'S NAME EMPLOYEE'S ADDRESS	00	23	12/31/10							274	55	13	73	2	75	
SS#																
SS#																
SS#																
PAGE TOTALS										1374	29	13	73	2	75	

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

Employer Agent Signature	Prepared by	Telephone No. (incl. ext.)	Date (MM/DD/CCYY)

If the employee has made additional contributions, through payroll deduction, X this box and attach the *Additional Contributions Report* form ET-2535 detailing the contribution amounts. Refer to Chapter 12 of the WRS Administration Manual.

ET-2533 (REV 11/2008)

Reference

- WRS Administration Manual – ET-1127
  - Chapter 9 – Periodic Employee Transaction Reporting
  - Chapter 11 – Prior Year Adjustments
- www.etf.wi.gov
  - Employers Tab

25

Questions?

Contact the Employer Communication Center

Local: (608) 264-7900

Toll-Free: (888) 681-3952

26