

## Reporting Late Reported Earnings via Online Network for Employers

The Department of Employee Trust Funds (ETF) has made it easier to report Prior Year Adjustments (PYA) and Late Reported Earnings (LRE). Previously, WRS employers needed to manually submit individual transactions via *Employee Transaction Report* (ET-2533). Employers can now use the Online Network for Employers (ONE) site to report PYAs as individual or multiple transactions; submission of paper forms is no longer necessary.

The transaction codes for use in submitting PYA and LRE have been simplified and are listed below, along with a brief description of when each code should be used:

- **P023** – Used to report retroactive earnings resulting from a contract settlement; no associated hours. **Note:** this code is only available for TEXT or CSV formatted files.
- **P027** – Used to subtract earnings and corresponding hours and/or employee paid contributions - if applicable.
- **P029** – Used to add earnings and corresponding hours and/or employee paid contributions - if applicable.

Contributions plus interest may be due as a result of prior year adjustments, in which case ETF will generate an invoice including:

- The amount owed or to be credited, or a zero balance.
- How to remit or subtract the amount from remittances.
- The due date to avoid additional interest charges.

The initial interest accrual will stop on the date that ETF receives your LRE transaction.

### KEY POINTS

- As a result of Act 32 most employee-required contributions will now be deducted on a pre-tax basis. Only report the pre-tax amounts to ETF if the employee has actually paid them. You may report the corresponding pre-tax amounts after previously reporting the earnings by using a P029 action code.
- The ONE Site may be used to report PYA's within the last seven years, PYAs from beyond seven years will still need to be submitted via *Employee Transaction Report* (ET-2533).
- **Compromise settlements** that result in payments to a current or former employee must first be reviewed by ETF to determine compliance with Wisconsin Administrative Code ETF 20.12. A compromise settlement is defined as a written, binding agreement between an employer and a current or former participating employee to settle a wage claim or a dispute involving an involuntary suspension or termination of employment. Examples of a compromise settlement are grievances, arbitration awards or court orders. You must submit a copy of the compromise settlement, to the attention of Jeff Miller, accompanied by an *Employee Transaction Report* (ET-2533) indicating the hours and/or earnings adjustment. Following ETF's review, you will receive written notification of the results of the review.
- ETF is an "add to" system. Please report the positive or negative adjustments and not the amount adjusted total.
- Since a PYA can likely result in an invoice bill or a credit it is very important to be sure the data you submit is accurate.
- ETF will call employers to assist in keying any paper PYA transactions submitted moving forward.

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## Late Reported Earnings and WRS Account Update Instructions

1. Go to the ONE site at <http://etfonline.wi.gov/etf/internet/employer/one.html> and click on “**WRS Account Update**”.
  - Enter User ID and Password when prompted and click on “**Login**”.
  - Enter the Employer Number when prompted and click on “**Submit**”.
2. Click on “**Prior Year Transactions P027 or P029**”.
  - Select a year to report adjustments in.
3. Enter and complete the following:
  - Employee Indicative Data
  - Coverage Data
  - Hours and Earnings
  - Contributions Deducted From Employee (if applicable)
4. Click “**Submit**”.
5. Click “**CONFIRM**”.
  - This will take you to the “LRE Confirmation Screen”.
  - You can print this screen for your records.
  - This will submit the report to ETF.

If you have questions, please call Employer Services toll free 1-877-533-5020 or 608-266-3285.

## Late Reported Earnings and Transaction Upload

There are two ways to create the necessary file for submission:

1. Create a TEXT file using the [Appendix A](#) from your payroll systems; or
2. Use an ETF Excel file (CSV formatted).

### To use ETF created file and upload it as a CSV file:

1. Go to ONE site.
2. Click on “WRS Earnings Reconciliation Reports (Final)”.
3. Enter User ID and Password when prompted and click on “Login”.
4. Enter the Employer Number when prompted and click on “Submit”.
5. Choose the appropriate year after “Select the Year to View the Reports”.
6. Select “Contract settlement” and click on “Display”.
7. Click on “Export to Excel”.
8. Enter the applicable data into the required/appropriate fields.

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## Fields Required for Transaction Upload

- Social Security Number (pre-filled)
  - Employer ID Number (pre-filled)
  - Report Date (pre-filled)
  - Transaction Identifier (pre-filled)
  - Action Code Trans Type (pre-filled P023 but can be changed to P027 or P029)
  - Action Date (pre-filled)
  - Employment Category (pre-filled)
  - Last Name (pre-filled)
  - First Name (pre-filled)
  - Calendar Year Hours
  - Calendar Year Earnings
  - Fiscal Year Hours
  - Fiscal Year Earnings
  - Additional Contributions Core if applicable
  - Additional Contributions Variable if applicable
  - Employer Paid Additional Core if applicable
  - Employer Paid Additional Variable if applicable
  - Pre-Tax EERC if paid by employee
9. Save file by choosing “**Save As**” and choose the type CSV (comma delimited) (\*.csv).

## Submission Process

1. Go to One site at <http://etfonline.wi.gov/etf/internet/employer/one.html>.
2. Click on “**WRS Transaction Upload**”.
3. Enter User ID and Password when prompted and click on “**Login**”.
4. Enter the Employer Number when prompted and click on “**Submit**”.
5. Within “**Report to Upload**” click “**Browse**” and select the saved file. If you do not see a browse option with this title, please call Employer Services at 1-800-533-5020 (toll free).
6. Click on “**Upload**” - Report Submission screen will populate.
7. On the bottom of the Report Submission screen “**Check**” the User Agreement box.
8. Click “**Submit**”.

## Contact

Questions regarding this fact sheet may be directed to ETF by calling the Employer Communication Center toll free 1-877-533-5020 or 608-266-3285 You may also send an e-mail from the ‘[Contact Us](#)’ page of our website.