



# Employer *Bulletin*

Employer Communication Center 608-266-3285

Toll free: 1-877-533-5020

etf.wi.gov

## WRS Employer Payroll Vendor Survey

The Department of Employee Trust Funds recently published [Employer Bulletin Vol. 31, No. 14 \(dated October 6, 2014\)](#) announcing the implementation of a new benefit administration system. We anticipate the new system will go live for employer reporting in late 2016 or early 2017.

To prepare for future employer reporting changes, ETF needs to gain a better understanding of the number and types of payroll vendors currently used by employers. We also hope to foster collaboration between ETF, employers and payroll vendors, while improving the data and information quality, and the service experience of our members.

The intent of this *Employer Bulletin* is to announce a *mandatory* WRS employer payroll vendor survey. We ask that you complete and submit this survey (see details below) to ETF no later than December 19, 2014.

## Employer Survey

Please access the link listed below to complete and submit this survey via Survey Monkey:

[www.surveymonkey.com/s/9RLB886](http://www.surveymonkey.com/s/9RLB886)

Implementation of the new benefit administration system will change employer reporting dramatically. The new system will streamline ETF's processes and improve overall business efficiency; however, these changes will require that all employers modify the files they currently share with ETF. Currently, ETF is in the process of developing the new file format requirements and specifications. Please note that smaller employers will still retain the ability to manually enter data for employees directly in ETF's new benefit administration system.

We will use the results of this survey to better understand the dynamics of WRS employers and their payroll vendors, and to provide the best service possible by proactively collaborating with all stakeholders to facilitate a smooth transition with file format changes.

*Note:* Employers retain the responsibility for making the necessary reporting changes for our new system. When the new file format is finalized in the near future, it will be your responsibility to share changes to the file format with your payroll vendors and to validate that the file meets the format specification. If payroll vendors have questions regarding updating the file format specification, please have them contact the Employer Communication Center.

ETF is authorized under state law to collect any information deemed necessary from participating employers for the proper administration of the Trust Fund.

Again, please complete and submit this survey to ETF no later than December 19, 2014.

Many positive changes are planned for the future, and there will be ongoing communication as these changes occur. We appreciate your timely response to this survey.

## Contact

For questions related to the content of this *Employer Bulletin* or to report a change to your payroll vendor after completing the survey, please contact the Employer Communication Center toll free at 1-877-533-5020 or locally at 608-266-3285.

The Department of Employee Trust Funds does not discriminate on the basis of disability in the provision of programs, services or employment. If you are speech or hearing impaired and need assistance, call the Wisconsin Relay Service toll free at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). If you are visually or cognitively impaired, call 1-877-533-5020 or 608-266-3285 locally. We will try to find another way to get the information to you in a usable form.

This *Employer Bulletin* is published by the Wisconsin Department of Employee Trust Funds. Questions should be directed to contact persons listed in the *Bulletin*. Employer agents may copy this *Bulletin* for further distribution to other payroll offices, subunits or individuals who may need the information. Copies of the most recent *Employer Bulletins* are available on our Internet site at [etf.wi.gov/employers.htm](http://etf.wi.gov/employers.htm)