



EMPLOYER BULLETIN

Employer Communication Center
(608) 264-7900

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- **Fixed Trust Fund Becomes Core Trust Fund**
- **Name Change for Broadspire, Inc.**
- **New Look for *Employer Bulletin* Web Page**
- **Extranet Manual Now Available**

Fixed Trust Fund Becomes Core Trust Fund

With the enactment of 2005 Wisconsin Act 153, the Wisconsin Retirement System's (WRS) Fixed Trust Fund became known as the Core Trust Fund on April 5, 2006. The Department of Employee Trust Funds (ETF) believes the new name will reduce confusion among participants because it better reflects the nature of the investment mix in the fund.

At its inception, the Fixed (Core) Trust Fund was invested primarily in fixed income or bond investments. In order to maximize returns, however, the fund's assets have, over time, been invested in other types of investments. Today, about 60% of the fund's assets are held in a wide variety of stocks. The fund's overall approach—to seek long-term growth through fully diversified, balanced investments—has not changed. Because the Core Trust Fund makes up over 90% of the WRS assets and serves as the "core" of most participants' pensions, the new name more accurately describes the fund's purpose and diversified nature.

New Name for Administrator of ICI and LTDI Plans

Broadspire, Inc., the administrator for ETF's Income Continuation Insurance (ICI) and Long-Term Disability Insurance (LTDI) plans, has officially changed its company name to Aetna.

PLEASE NOTE: There will be no changes in how ICI and LTDI benefits are administered.

- All payments, contact numbers, and services provided by Broadspire remain unchanged until further notice.
- The Aetna name will gradually replace Broadspire on forms and documents related to ICI and LTDI claims, including the check stock if a claimant receives a paper check.
- Customer service staff will reference Aetna in the telephone greeting.
- The telephone number for Aetna remains 1-800-960-0052. The hours of service will continue to be Monday through Friday, 7:45 a.m. to 4:30 p.m. (CST), except State observed holidays.
- The generic e-mail address will continue to be ICILTDI@choosebroadspire.com until further notice.
- ICI and/or LTDI claimants will receive notification by mail of this name change.

Remember to send the following forms directly to ETF by fax (608) 267-0633, e-mail (ETFWEB@etf.state.wi.us), or mail them to the Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931. **Do not send these forms directly to Aetna for processing.**

- *Income Continuation Insurance Report of Employment and Earnings (ET-5901)*
- *Income Continuation Insurance (ICI) Employer Statement (ET-5351)*
- *Long-Term Disability Insurance (LTDI) Employer Statement (ET-5315)*

Employer Bulletin Web Page Redesigned

The *Employer Bulletin* web page on the Department's Internet site has been redesigned to make it easier for you to access ETF bulletins. You will notice that bulletins are organized first by employer type—State Agencies, Local Employers and Social Security Employers. Within each employer type, bulletins are listed by benefit program—WRS, Health Insurance, Life Insurance, etc.—and appear in the order in which they were published. Employers may also search for bulletins without regard to benefit program by clicking on "All State Agency Bulletins" or "All Local Employer Bulletins."

Brand New! Extranet Applications User Manual

ETF is pleased to announce the publication of the *WRS Extranet Applications User Manual* (ET-1733). The *WRS Extranet Applications User Manual* includes instructions for using the Employer Extranet site to:

- Determine an employee's previous WRS service dates for the purpose of establishing the eligibility date for ETF administered insurance programs.
- Verify previous WRS participation of rehired employees to assist in the determination of current WRS eligibility.
- Determine WRS annuitant status.
- Determine WRS separation benefit information.

- Determine WRS creditable service for multiple employment categories for the state retiree supplemental sick leave program.
- Enroll a qualifying employee in the WRS.
- Remit WRS Monthly Contributions.
- Report termination dates with final hours and earnings amounts. NOTE: You will need to submit an *Employee Transaction Report* (ET-2533) when reporting a termination with no hours or earnings.
- Report annual hours and earnings information.

Employers who have already submitted a Security Agreement can obtain a manual by:

- Downloading a copy from ETF's Internet site at <http://etf.wi.gov>; or
- Using the attached order form; or
- Calling the Forms Telephone Order line at (608) 266-3302.

Employers who have not utilized the Employer Extranet may also obtain copies of the manual through one of the above methods.

For information about the Employer Extranet site, obtaining access to the site, and/or for questions regarding this bulletin, please contact the Employer Communication Center at (608) 264-7900. You may also send an e-mail from the Contact Us page of our Internet site, <http://etf.wi.gov>.

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 • *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, hearing or visually impaired and need assistance, call (608) 266-0728 or TTY (608) 267-0676. We will try to find another way to get the information to you in a usable form.*
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The ETF EMPLOYER BULLETIN is published by the Wisconsin Department of Employee Trust Funds. There are three editions: one for all employers, one for local employers with items just for their interest, and one for state agencies. Questions should be directed to contact persons listed, or to the Division of Trust Finance & Employer Services. Call John Vincent at (608) 261-7942.

EMPLOYER AGENTS: This Bulletin may be copied 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 <http://etf.wi.gov>.

.....ORDER FORM.....

DEPARTMENT OF EMPLOYEE TRUST FUNDS
ATT: SUPPLY AND MAIL SERVICES
P O BOX 7931
MADISON WI 53707-7931

WRS Extranet Applications User Manual
(ET-1733 REV 03/2006)

Quantity _____

Employer Name _____

EIN 69-036- _____

Your Name _____

Title _____

Phone # _____

Address _____

City _____

State _____

Zip Code _____