



EMPLOYER BULLETIN

Employer Communication Center
(608) 264-7900, toll free 1-888-681-3952

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April 2, 2007

- **WRS Administration Manual (ET-1127) Revised**
- **Beneficiary Designation Form (ET-2320) Now Online**

Wisconsin Retirement System Administration Manual Revised

The Department of Employee Trust Funds (ETF) recently revised the *WRS Administration Manual* (ET-1127). Your copy of the *Manual*, containing revisions and clarifications suggested by Wisconsin Retirement System (WRS) employers, is enclosed. The *WRS Administration Manual* is your first-step resource when WRS-related questions or concerns arise.

The manual can also be found on ETF's Internet site, <http://etf.wi.gov>. Please discard your old *Manual* and refer to the enclosed 03/2007 revision.

Some chapters and subchapters have been renumbered; new subchapters have been added; and suggestions and examples from recent employer training sessions have been incorporated. The following chapters have been renumbered or significantly revised.

Chapter Number and Name:

Contains New Information On:

Contacting ETF

A one-page document providing ETF contact numbers, addresses, etc., specific for employer and employee use.

3 WRS Eligibility Determination

Devoted entirely to an employer's determination of an employee's WRS eligibility. Expanded coverage of emergency workers and employees of a joint instrumentality.

4 Employment Category Determination

Previously incorporated within Chapter 3, this chapter is now devoted entirely to an employer's determination of an employee's correct WRS employment category.

7 Contribution Rates

Updated rates and directions to our online employer rate information.

9 Periodic Employee Transaction Reporting

Includes the various methods available for periodic reporting as well as specifications for electronic reporting. More examples included.

10 Annual Reporting and Reconciliation

Includes the various methods available for annual reporting, including the new WRS Transaction Upload application that is located on ETF's Online Network for Employers (ONE) site.

Appendix A	'Electronic Media Reporting' (previously Chapter 13) has been eliminated. Appendix A now provides you with data description and format for ongoing electronic transactions as well as the WRS Transaction Upload application, which is now available on ONE.
Appendix B	The WRS transaction code descriptions and their corresponding chapter reference.

ETF encourages you to visit our Internet Site to view and print any or all chapters of the *WRS Administration Manual*. In addition to administration manuals for all WRS administered benefit programs, our site includes employer bulletins, information on unfunded liabilities, eligibility criteria, and a handy online order form.

Additional paper copies of the complete *Manual* may be ordered through one of these methods:

- Completing and mailing the attached order form to ETF
- Completing the Online Forms Order page under Employers at <http://etf.wi.gov>
- Calling the Forms Telephone Order line at (608) 266-3302.

ETF does not discriminate on the basis of disability in the provision of programs, services, or employment. Should questions or issues relating to WRS administration remain after consulting the *WRS Administration Manual*; if you need printed material interpreted or published in a different form; or if you need assistance in using our services, please contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900. The TTY number is no longer used.

Beneficiary Designation Form (ET-2320) Now Online

Historically, the *Beneficiary Designation* form (ET-2320) has been a multi-page document. As a consequence, the form was unacceptable if submitted as a facsimile unless the original was received at ETF offices shortly thereafter. The *Beneficiary Designation* form was revised in October 2006 to a one-page document that, when faxed, is treated as the original document.

The one-page *Beneficiary Designation* form can be obtained under the 'members', 'retirees' and 'employers' sections of ETF's Internet Site at <http://etf.wi.gov>. Employers can now download the form and print sufficient copies for distribution to employees or direct employees to the site.

ORDER FORM

**DEPARTMENT OF EMPLOYEE TRUST FUNDS
SUPPLY AND MAIL SERVICES
PO BOX 7931
MADISON WI 53707-7931**

WRS Administration Manual (ET-1127) (REV 03/2007) Quantity _____

Employer Name _____ EIN 69-036- _____

Your Name _____ Title _____

Street Address _____ Phone No. (_____) _____

City _____ State _____ Zip Code _____

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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. 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>.