



EMPLOYER BULLETIN

Employer Communication Center
(608) 264-7900

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2006 WRS Annual Reconciliation Reports

The Department of Employee Trust Funds (ETF) has completed its annual reconciliation of calendar year 2006 earnings and contributions. Accompanying this *Bulletin* are the final reconciliation reports listing transactions reported and contributions paid in 2006. Please forward these materials immediately to the designated individual in your agency responsible for WRS contribution reporting.

In order to ensure the accuracy of each employee's WRS account balance, it is critical that your designated representative reviews the attached final reconciliation reports. The letter included with the materials provides a detailed explanation of the attached documentation and contains specific instructions for resolving any discrepancies.

Plan Now for Changes with Submission of the 2007 WRS Annual Report

Start planning now for annual reconciliation of 2007 earnings and contributions. Beginning with the 2007 annual reporting period, ETF will no longer accept annual reports on diskette or via File Transfer Protocol (FTP). If you reported your 2006 annual report using diskette or FTP, you will have to use the Online Network for Employers (ONE) site to report your 2007 annual transactions. Annual reporting via ONE is required of employers with 250 or more employees. Authorization requires you to submit an *Online Network for Employers Security Agreement* (ET-8928) to ETF. Once authorized for ONE access, you can submit your WRS annual report electronically. So if you have not already done so, please sign up for ONE now!

Only employers with less than 250 employees can report annual hours and earnings on paper by completing and submitting an *Employee Transaction Report* (ET-2533). ETF encourages employers to automate WRS reporting transactions.

Questions regarding this *Bulletin* and the accompanying reports may be directed to ETF by calling the Employer Communication Center toll free at 1-888-681-3952 or locally (608) 264-7900; or send an e-mail from the Contact Us page of our Internet site: <http://etf.wi.gov>.

