



# EMPLOYER BULLETIN

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- **WRS Monthly Retirement Remittance Reports for 2007**
- **Monthly Remittance Reporting Options**
- **Request Access to WRS Contribution Remittance Entry Application on ONE (Local Employers)**

Enclosed is your 12-month supply of 2007 Wisconsin Retirement System (WRS) *Monthly Retirement Remittance Reports* (ET-1515). Use these forms each month to report WRS earnings paid in 2007 and the corresponding WRS contributions remitted for calendar year 2007. Local employers paying by check and all State agencies must mail these forms to the Department of Employee Trust Funds (ETF). Do not send these forms to ETF if you pay by Automated Clearinghouse Direct Withdrawal (ACH). ETF encourages ACH users to complete the forms and use as a worksheet for entering amounts into our ACH processes.

## Submitting Payment and Completing WRS Remittance Reports.

Submit each month's remittance report with your payment to ETF by the due date printed on each report. Wisconsin Administrative Code § ETF 10.64 requires that ETF assess an interest charge on all late reports based on payment received date, not the date mailed.

## Keep the following points in mind when processing your *Monthly Retirement Remittance Report* (ET-1515):

### • Report Month

Paper reporters: The month to be reported on the form is preprinted by ETF. Be sure that the information on the report corresponds with the preprinted reporting month.

ONE and IVR reporters: When using the ACH sweep process, always take note of the reporting month and sweep date. The system defaults to the month following the last month entered and the appropriate due date. If you enter a supplemental report,

remember to change the report month. After the entry of the December report, no additional supplemental reports can be entered for that year. Contact ETF if you wish to process a paper supplemental report after entering the December report.

### • Earnings

Verify that the WRS earnings have been entered correctly and are in the proper employment category. Incorrect earnings or entry on the wrong line may result in a notice of payment-due or overpayment. Be sure to enter the total earnings of all categories.

### • Over/Underpayment and or Interest Due

Use this line only if you receive a notice from ETF of overpayment, underpayment or interest due for a late received payment. Please practice prompt resolution of these over/under payments and errors in reporting. (Do not use this line to force your report to balance in the event your entries differ by a few cents. ETF's processing system allows for small variances.)

- **Additional**

Use this line to report tax deferred additional, employee additional, and/or employer additional contributions for an employee.

- **Invoice Items**

Use this line to make payment or take credit for invoices sent out by ETF. List each invoice number in the detail section along with the appropriate amount. (For ACH users, the amount is automatically entered.)

**For detailed instructions on completing the WRS *Monthly Remittance Report* (ET-1515), please refer to Chapter 7 of the *WRS Administration Manual*.**

## Monthly Remittance Reporting Options: Local Employers

### 1. Online Network for Employers (ONE): Contribution Remittance Entry Application

The ONE application, which uses ACH, allows you to enter your remittance report on the Internet. Employers that have already started using the application highly recommend it for remittance reporting.

ONE edits your remittance information as you enter it, reducing the possibility of error in both data submission and payment. You can enter your monthly remittance as soon as you have completed your last payroll in a given month. You can select your payment date or simply use the default due date. Early posting provides you with better cash management and elimination of late interest assessments.

**NOTE:** The banking industry requires entry at least four business-days prior to the sweep date.

We recommend you enter your report early in the month so those months with fewer days or with weekends and holidays near the end of the month do not interfere with payment on the due date.

If you are new to this system and want to learn more about ONE, please view our online presentation "SIMPLY Pay Your WRS Contributions Online" in the Video Library menu on the left side of the ETF homepage ([etf.wi.gov](http://etf.wi.gov)).

### 2. IVR Application

This application, ETF's first ACH payment system, uses touch key entry on a telephone. ETF plans to phase out the IVR system and strongly encourages all local employers to begin using ONE.

As with the ONE application, you can enter your monthly remittance as soon as you have completed your last payroll in a given month. You may enter your payment date or simply use the default due date.

**NOTE:** The banking industry requires entry at least four business-days prior to the sweep date.

We recommend you enter your report early in the month so those months with fewer days or with weekends and holidays near the end of the month do not interfere with payment on the due date.

### 3. Check Payment

If you remit contributions by check you must mail the *Monthly Retirement Remittance Reports* and accompanying checks to DRAWER 901, Milwaukee, WI 53293-0001 (US BANK Milwaukee, N.A.) The date received at DRAWER 901 determines timeliness, not the postmark date. ETF encourages you to use ONE for ease of payment, more efficient cash management and electronic error editing.

