



# Employer *Bulletin*

Employer Communication Center (608) 264-7900 Toll free: 1-888-681-3952 <http://etf.wi.gov>

The following information is being provided to help you prepare for the 2008 reconciliation process. During this process, the Department of Employee Trust Funds (ETF) compares the total earnings (by employment category) reported on your twelve 2008 WRS *Monthly Remittance Reports* to the total earnings detail (by employment category) reported for each employee throughout the calendar year (e.g., terminations, leaves of absence and the 2008 annual report). Additional contributions remitted on the WRS *Monthly Remittance Reports* are also reconciled to any employee-paid additional, employer-paid additional, and/or tax-deferred additional contributions reported for your employees.

## 2008 WRS Annual Report Deadlines

The chart below contains important filing deadlines for the Wisconsin Retirement System (WRS) Annual Report (the year-end report containing your employees' annual earnings and hours of service detail) and December's WRS *Monthly Remittance Report* (ET-1515). It is critical that you meet these deadlines so the Department of Employee Trust Funds (ETF) can complete the following tasks in a timely manner:

- Reconcile all earnings and contributions reported for calendar year 2008.
- Prepare and distribute the January 1, 2009 *WRS Statements of Benefits*.
- Calculate 2010 WRS contribution rates.

Late reports may be subject to expenses as stipulated in Wis. Stat. § 40.06 (2).

Report Name	Employer Groups	Due Date
WRS 2008 Annual Report (ET-2533)	All Employers	January 31, 2009
December 2008 WRS Monthly Retirement Remittance Report (ET-1515)	Local Employers State Employers (Teachers) State Employers (Non-Teachers)	January 31, 2009 January 31, 2009 January 20, 2009

**Note:** Taped presentations on the annual reconciliation process and the Online Network for Employers (ONE) Transaction Upload application are available on our Internet site under the Video Library menu.

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## Annual Reporting Options

Employers with 250 or more employees are required to report their employees' annual earnings and hours of service detail in electronic format, as provided in ETF 10.60 (2), Wis. Admin. Code. All employers are encouraged to report electronically. Electronic reporting greatly increases processing efficiency, reduces the risk of number transposition errors, and reduces data entry errors. Electronic reporting options using the Online Network for Employers (ONE) are listed below:

FUNCTION	FEATURES	INSTRUCTIONS
Transaction Upload Application	<ul style="list-style-type: none"> <li>• Replaces FTP or diskettes.</li> <li>• Allows you to run validation edits on your electronic annual file to ensure it meets ETF formatting specifications.</li> <li>• Used by employers with any number of employees, but required for employers with over 250 employees</li> </ul>	<ul style="list-style-type: none"> <li>• Formatting specifications can be found in Appendix A of the <i>WRS Administration Manual</i> (ET-1127).</li> <li>• Transaction Upload detail can be found in Chapter 10 of the <i>Online Network for Employers User Manual</i> (ET-1733).</li> <li>• Employer administration manuals are available at <a href="http://etf.wi.gov/employers">http://etf.wi.gov/employers</a></li> </ul>
WRS Account Update – Annual Processing	<ul style="list-style-type: none"> <li>• Employers with access to ONE's "WRS Account Update Application" can transmit year-end annual detail online.</li> <li>• Eliminates the need to complete and submit paper <i>Employee Transaction Reports</i> (ET-2533).</li> <li>• Used by employers with fewer than 250 employees.</li> <li>• Applies only to employers who receive a 2008 pre-list with this mailing.</li> </ul>	<ul style="list-style-type: none"> <li>• Account Update – Annual Processing can be found in Chapter 9 of the <i>Online Network for Employers User Manual</i> (ET-1733).</li> <li>• Employer administration manuals are available at <a href="http://etf.wi.gov/employers">http://etf.wi.gov/employers</a></li> </ul>

### Requesting Access to ONE

Employers already authorized for ONE's WRS Account Update are able to access the 'Transaction Upload' application. No additional authorization is required.

To become authorized for ONE's WRS Account Update, you must complete an *Online Network for Employers Security Agreement* (ET-8928) and submit it to ETF. The approval process may take two to three weeks. The form is available online at <http://etf.wi.gov/publications/et8928.pdf>. Upon completion of the ET-8928, you may fax the form to ETF at (608) 266-5801.

We urge you to also request authorization for both the WRS Previous Service & Benefit Inquiry and the WRS Contribution Remittance applications. By using the WRS Contribution Remittance application you can electronically complete your Monthly Remittance Report and submit payment through the ACH. Please call Jim Krawczyk at (608) 266-3309 with any additional questions.

## Requirements for Using ONE for WRS Account Update and Transaction Upload

If you have ONE access but did not receive a pre-printed 2008 pre-list with this packet, you cannot use the WRS Account Update option to transmit year-end annual detail online for 2008. However, you may request that a pre-list be generated for next year so this option is available for the 2009 annual reporting period.

To ensure proper security for all online applications, you must have a browser that supports the capabilities of Netscape Navigator (version 7.1 or higher) or Microsoft Internet Explorer (version 5.x or higher).

For more information about ONE applications or obtaining access to the site, please contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900.

## WRS Annual Reconciliation Information (State & Local Employers)

### Specific Guidelines for 2008 Annual Reporting

Use the following specific criteria to report annual detail depending on your reporting method:

<b>Electronic Reporters "ONE"</b>	<b>Paper Reporters</b> <i>Pre-Printed Employee Transaction Report (ET-2533)</i>	<b>Paper Reporters</b> <i>Employer Custom-Printed Annual Report</i>
<ul style="list-style-type: none"> <li>Transaction Upload, (Data format must meet the specifications defined in Appendix A of the <i>WRS Administration Manual</i> (ET-1127).</li> </ul> <p>Detailed instructions on how to transmit annual reports using this application can be found in Chapter 10 of the <i>Online Network for Employers User Manual</i> (ET-1733) at <a href="http://etf.wi.gov/employers/onechap10.pdf">http://etf.wi.gov/employers/onechap10.pdf</a></p> <ul style="list-style-type: none"> <li>WRS Account Update-Annual Processing</li> </ul> <p>Detailed instructions on how to report annual transactions via the WRS Account Update can be found in Chapter 9 of the <i>Online Network for Employers User Manual</i> at <a href="http://etf.wi.gov/employers/onechap9.pdf">http://etf.wi.gov/employers/onechap9.pdf</a></p>	<p>The pre-list report is pre-printed with:</p> <ul style="list-style-type: none"> <li>Report date</li> <li>Employee name</li> <li>Employee Social Security number</li> <li>Action code</li> <li>Action date</li> </ul> <p>The pre-list report includes all employees still actively employed. Employees listed on your pre-printed report that terminated employment and who have not been previously reported to ETF, must be terminated on this report. Cross off the annual action code and action date and replace with the appropriate action code and action date of the termination.</p> <p>If a WRS eligible employee does not appear on the pre-list, ETF has not received the required <i>WRS Enrollment</i>. You must submit the enrollment via ONE or complete the <i>WRS Enrollment</i> (ET-2316) immediately and add the employee to the preprinted Annual Report.</p>	<p>Follow the instructions as noted in Chapter 10 of the <i>WRS Administration Manual</i>.</p> <p>If you are using your own reporting format for the first time, you must have the format pre-approved by ETF prior to submitting your 2008 annual report. The approval process is critical because ETF contracts with an outside vendor for data entry purposes.</p> <p>For pre-approval, submit a sample copy of your reporting format before December 26, 2008 to:</p> <p>Jerry Dietzel Deputy Controller P.O. Box 7931 Madison, WI 53707-7931</p>

## Instructions for Reconciling Your WRS Earnings

Please refer to Chapter 10, *WRS Administration Manual* (ET-1127, rev. 3/2007), for guidance in reconciling your 2008 WRS earnings. In addition to the information provided in the manual, the following enclosed reports will assist you in the reconciliation process:

- *Employee Transaction Report* (ET-9999) – Details 2008 employee transactions (including additional contributions) reported and updated to ETF’s database through December 5, 2008. Earnings totals, by employment category, are displayed at the end of the report.
- *Employee Suspended Transaction Report* (EE990) – Details 2008 suspended employee transactions received by ETF, but not yet posted to the employee accounts due to incomplete or inaccurate information on the submitted transaction report. ETF is reviewing and processing these transactions and may contact you for resolution.
- *Contributions Total Report* (ET-9999) – Details total WRS earnings and additional contributions by employment category reported to ETF on the 2008 *WRS Monthly Retirement Remittance Reports* (ET-1515).
- *Annual pre-list* (ET-2533) (Preprinted pre-list report) – Includes all employees still actively employed. The pre-list report is returned to ETF with annual earnings information if you do not report via ONE. If you use ONE to report annual transactions, you do not need to submit the paper pre-list report. An annual preprinted additional contribution report is included for those employers that previously reported additional contributions.

The following chart illustrates how to use these reports in conjunction with the transactions and *WRS Monthly Retirement Remittance Reports* not yet submitted to ETF:

<b>Employee Transaction Reports (A + B)</b>	=	<b>Monthly Retirement Remittance Reports (C + D)</b>
<p><b>Total of Transactions:</b></p> <p><u>A. Reported to ETF</u></p> <ul style="list-style-type: none"> <li>• Earnings (by employment category) on the <i>Employee Transaction Reports</i>. (See above description.)</li> <li>• Earnings (by employment category) on the <i>Employee Suspended Transaction Report</i>. (See above description.)</li> </ul> <p style="text-align: center;">+</p> <p><u>B. Not Yet Reported to ETF</u></p> <ul style="list-style-type: none"> <li>• Earnings (by employment category) on the <i>Annual Transaction Report</i>.</li> <li>• Earnings (by employment category) from any 2008 terminations not yet reported.</li> </ul>	=	<p><b>Total of Remittance Reports:</b></p> <p><u>C. Reported to ETF</u></p> <ul style="list-style-type: none"> <li>• Earnings (by employment category) on the <i>Contributions Total Report</i>. (See above description.)</li> </ul> <p style="text-align: center;">+</p> <p><u>D. Not Yet Reported to ETF</u></p> <ul style="list-style-type: none"> <li>• Earnings (by employment category) on the <i>WRS Monthly Retirement Remittance Reports</i> for 2008</li> </ul>

## Reconciliation Tips:

- Calculate the total of all employees' WRS earnings from your payroll records (by category). This total should equal the total earnings reported to ETF throughout the year, including earnings from your annual report (A and B above).
- Calculate the total of all WRS earnings (by employment category) on the 12 *WRS Monthly Remittance Reports* (C and D above).

**Note:** You must file the December 2008 remittance report by the due dates indicated in this bulletin to avoid a late fee. If you are not completely reconciled by your December filing, please contact our office about submitting a supplemental report.

- Invoices generated for Late Reported Earnings for previous calendar years are a separate process and not a part of the 2008 reconciliation process.
- Total WRS transaction report earnings (A plus B) must equal the total WRS earnings reported on the 12 *WRS Monthly Remittance Reports* (C plus D).

## Annual Reporting Reminders

### 1. Military Leave of Absence

For employees serving on military leaves of absence at year-end, report each leave as follows. In the event:

- You pay the employee during the military leave as if the employee is working, or pay the employee the difference between their normal earnings and what they receive as military pay, or do not pay the employee during the leave but deem the earnings under the provisions of USERRA, report the 2008 earnings and hours as if the employee was working and receiving all earnings using action code P000.

**Note:** To satisfy the requirements of USERRA for WRS purposes, an employer must submit a copy of the employee's military leave and earnings statement (military papers) to ETF after discharge. This statement will list the dates of military entry and discharge.

- The employee is on an unpaid military leave of absence and you are not deeming the earnings under the provisions of USERRA for that employee, report only the actual 2008 earnings and hours. Use action code P050 and indicate the Last Earnings Date. The Action Date should be left blank.

### 2. Fiscal Year Employees

The following reminders apply to all employers with fiscal year employees regardless of the reporting method used:

- Fiscal year employees include teachers (employment categories 10 and 11), educational support personnel (employment category 12) and judges (employment categories 05, 07 and 08).
- Transactions reported for fiscal year employees must include January through June fiscal year hours and earnings in addition to 2008 calendar year hours and earnings if the fiscal year employee was active during the January through June period.
- January through June (fiscal year) hours and earnings must be less than or equal to the employee's calendar year hours and earnings.

### 3. Employee Required Contributions and Benefit Adjustment Contributions

The columns labeled 'Employee Required Contributions' and 'Benefit Adjustment Contributions' are used only when you have actually deducted a contribution amount from your employee's paycheck. These amounts can not exceed the employee required and benefit adjustment contribution rates in effect for 2008. Do not use these columns to report total employee required and benefit adjustment contributions that you have paid on behalf of the employee.

### 4. Employee Name Change(s)

Employee name changes can not be made on the annual report by crossing out the name printed on the report and writing the new name. You can make this type of descriptive data change by submitting:

- The change online via ONE's WRS Account Update Application.
- *Employee Identification/Correction Change (ET-2810)* – Refer to Chapter 6 of the *WRS Administration Manual* for instructions on changing an employee's name.

### 5. Leave of Absence

Refer to Chapter 10 of the *WRS Administration Manual* for the appropriate Action Code to use on the Annual Report for employees on leaves of absence as of December 31, 2008.

### 6. Reporting Employee Terminations

Do not report earnings and hours for terminated employees on the Annual Report if you have previously reported those hours and earnings at the time of their final earnings payment. If you have not previously reported any 2008 terminations, you may include the termination transaction when submitting the annual report.

Include only transactions that apply to the 2008 calendar year.

Example: An employee terminating employment in December 2008 who is not paid final earnings until January 2009 must be reported as an active employee on the 2008 Annual Report using the "00" Action Code with the earnings (and corresponding hours) paid during 2008. In January 2009, you will report the December 2008 termination date along with the earnings (and corresponding hours) paid in January 2009.

### 7. Reporting Hours

Hours of service performed between January 1 and December 31, 2008, for which earnings were paid, should be rounded up to the nearest hour, if possible. If your payroll system produces reports with decimal equivalency, be sure the decimal is equivalent to the nearest one hundredth.

## For Questions Regarding WRS Annual Reporting

Contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900 if you have questions about annual reporting.

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 the Wisconsin Relay Service at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). 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, or to the Division of Retirement Services (DRS). Call Jean Gilding, DRS Administrator, at (608) 266-1210. 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 the following URL: <http://etf.wi.gov/employers.htm>

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