



Employer *Bulletin*

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

WRS Annual Statements of Benefits Enclosed

A personalized Wisconsin Retirement System (WRS) annual *Statement of Benefits* (dated January 1, 2010) is enclosed for each of your active employees with WRS contribution balances as of December 31, 2009. Please distribute these according to the instructions and guidelines provided below.

Changes to the January 1, 2010 *Statement of Benefits*:

Member IDs

For security reasons, each WRS participant has now been issued a Member Identification (ID) Number. This will appear on all *Statements* instead of the participant's date of birth and truncated Social Security number.

Instructions and Guidelines for Statement Distribution

Employers are responsible for distributing the *Statement of Benefits* to their active WRS covered employees. You may attach postage and send employees their *Statements* via U.S. Postal Service in the envelopes provided. Be sure to send *Statements* to employees on leaves of absence.

Please remember that the *Statement of Benefits* is a **confidential document**. They should not be opened by anyone but the participant.

If a *Statement* is included for an employee who recently terminated or for whom a termination report has not yet been sent to ETF:

- Mail the Statement to the participant.
- In the event a termination report has not been sent to ETF, immediately submit one. Please refer to Chapter 9 "Periodic Employee Transaction Reporting" in the WRS Administration Manual (ET-1127) for methods available for reporting terminations. Your report should include the employee's employment termination date, applicable WRS earnings and hours of service, and last known address. ETF will update the employee's WRS account information.

Note: *Statements* for employees working for more than one WRS employer are sent to the employer with the employee's most recent WRS begin date.

January 1, 2010 *Statements* will not be sent to you for:

- Employees who terminated employment and for whom you reported the employment termination to ETF prior to the Statement printing date. ETF will send *Statements* directly to the employee's mailing address.
- New WRS participants who enrolled in late December 2009 whose first wages were paid in

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January 2010. These employees will not receive *Statements* because no WRS contributions were paid in 2009.

- Employees who have applied for a retirement benefit.

Employees Should Carefully Review Statements

The annual *Statement of Benefits* provides WRS participants the opportunity to review important WRS account information that will eventually be used in benefit calculations. Therefore, we ask that you encourage employees to carefully review their *Statements* and the enclosed supporting explanation. Most questions can be answered by reading this information or viewing the Department's online video, *Your Annual Statement of Benefits*. It can be found in the Department's video library at <http://etf.wi.gov/webcasts.htm>.

Your employees should contact you for clarification of the WRS information that you have reported to ETF: employment category, earnings, and hours worked (ETF converted the hours worked to WRS creditable service). It is critical that you immediately correct any reporting errors. Please refer to Chapter 11 of the *WRS Administration Manual* (ET-1127) for instructions and guidance on making prior year account adjustments.

Please notify your employees that **after** terminating all WRS covered employment, they must notify ETF of any address changes so they will continue to receive their annual *Statement of Benefits* (until a benefit is taken) and other mail from ETF.

Employer Feedback on *Statement of Benefits* Format

ETF continually seeks to improve the annual *Statement of Benefits* format and we welcome your feedback. Please address all comments to:

Michelle Solberg
Department of Employee Trust Funds
Office of Budget and Trust Finance
P.O. Box 7931
Madison WI 53707-7931.

You may also contact her via e-mail: michelle.solberg@etf.state.wi.us.

Questions

Employees having questions after reviewing the information supplied with the *Statements of Benefits* and/or after discussing their account balances with you may contact ETF's Member Call Center toll free at (877) 533-5020, or by calling (608) 266-3285 in the Madison area. Employers with questions should contact ETF's Employer Communication Center toll free at (888) 681-3952, or locally (608) 264-7900.

Employers: Please post and/or share this information with all of your employees.



Department of Employee Trust Funds Announcement

Did you know...about our online video:

YOUR ANNUAL STATEMENT OF BENEFITS

Learn everything you need to know about your *Statement of Benefits* with this ETF online video. Hint: To get the maximum value, have your *Statement* in hand when watching the program.

Find *Your Annual Statement of Benefits* — and all of our outstanding Wisconsin Retirement System benefits-related videos — in our video library at <http://etf.wi.gov/webcasts.htm>.