



# Employer *Bulletin*

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

## 2009 WRS Annual Reconciliation Reports

The Department of Employee Trust Funds (ETF) has completed its annual reconciliation of your calendar year 2009 earnings and contributions. New this year: Employers will access their reconciliation reports online through the ETF Online Network for Employers (ONE). The reports are expected to be available the last week of April.

**Security to view the reports:** Those who have the security to access the WRS Account Update function on ONE will also be able to view their WRS Annual Reconciliation Reports online. If you need access to the reports and don't have the necessary security, please complete the enclosed *Online Network for Employers Security Agreement (ET-8928)* and fax it to (608) 266-0133. Be sure to check the WRS Account Update box on the form. For questions regarding security, please call Jim Krawczyk at (608) 266-3309.

**Annual Reconciliations Reports:** The online reports are similar to the paper reports you received in past years. A new feature is the ability to download employee transactions to an Excel spreadsheet. This feature is intended to help employers with large numbers of employees with their reconciliation process. The menu of reports includes:

- **Employee Transaction Detail** - A listing of the employee transactions loaded for 2009. This data may be viewed online or downloaded to an Excel spreadsheet. Employers with over 250 employees will only see summary data online and must download the report to see the detailed employee transactions.
- **Suspended Employee Transactions** - A current listing of employee transactions submitted to ETF but not loaded because of invalid or incomplete entries.
- **Employer Contribution Summary** - A summary of your covered payroll by employment category with applicable contribution rates and contributions.
- **Remittance Reports by Month** - A listing of the earnings submitted on each monthly remittance by the employer as well as additional contributions.
- **Listing of Over/Under Entries** - A listing of the recent over/under entries and your current over/under balance.
- **Unfunded Actuarial Accrued Liability Statement** - A summary of the payments received, interest assessed and your 2009 ending balance.

**Instructional Webcast:** An instructional webcast highlighting the navigation and purpose of each report is viewable on our website. This webcast, *WRS Earnings Reconciliation Report*, is just one of many that can be found in the **Employers** catalog of our video library, at <http://etf.wi.gov/webcasts.htm>.

To view the reports, log on to the ONE portal at: <http://etfonline.wi.gov/etf/internet/employer/one.html> and select “WRS Earnings Reconciliation Reports” in the Applications section.

In order to ensure the accuracy of your employees’ WRS accounts it is essential that you review the final reconciliation reports. The letter accompanying this bulletin provides additional explanation of the reconciliation and includes specific instructions for resolving any discrepancies.

Questions regarding this *Employer 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 by sending an e-mail from the ‘Contact Us’ page of our Internet site at <http://etf.wi.gov>.

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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