Employer *Bulletin*

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

New! Employer Training via Webinar

The Department of Employee Trust Funds (ETF) is pleased to announce Wisconsin Retirement System (WRS) employer training opportunities via Webinar. A Webinar is an interactive presentation that is transmitted over the internet while attendees listen to the audio via teleconference. This online web conferencing tool will allow ETF to simultaneously deliver employer training throughout the State of Wisconsin. Employers will connect directly to ETF by calling a toll free telephone number and viewing an interactive online presentation. Employers must register for training sessions.

Please view our online course catalog to register for training:

https://student.gototraining.com/1360y/catalog/109678767

Once registered for a session, you will receive a confirmation email with a Join Training Link and coordinating instructions.

ETF is currently offering one-hour employer training sessions entitled:

Wisconsin Retirement System - Annual Reconciliation and Reporting

Topics include:

Annual Reconciliation	Annual Reporting	Military Leave & the WRS
• Process	• Reporting Requirements	• USERRA
• Online Reports Available	• Data Descriptions	• Retirement Credit
• How to Pre-Reconcile Your Annual Report	• Examples	• Employee Requirements
		• Reporting
		• Examples

Sign up early, as space for these training sessions is limited. If unable to attend, please cancel your registration to allow space for other employers. Be aware that training dates and times are subject to change. Please view our online course catalog for the most current information.

ET-1121

Scheduled Training Sessions:

Date	Time (CST)
November 15, 2010 (Monday)	10:00 am – 11:00 am
November 17, 2010 (Wednesday)	9:00 am – 10:00 am
November 17, 2010 (Wednesday)	11:00 am – 12:00 pm
November 17, 2010 (Wednesday)	2:00 pm – 3:00 pm
November 18, 2010 (Thursday)	10:00 am – 11:00 am
November 18, 2010 (Thursday)	1:00 pm – 2:00 pm
November 19, 2010 (Friday)	9:00 am – 10:00 am
November 19, 2010 (Friday)	11:00 am – 12:00 pm
November 22, 2010 (Monday)	9:00 am – 10:00 am
November 23, 2010 (Tuesday)	11:00 am – 12:00 pm
November 30, 2010 (Tuesday)	11:00 am – 12:00 pm
November 30, 2010 (Tuesday)	2:00 pm – 3:00 pm
December 1, 2010 (Wednesday)	9:00 am – 10:00 am
December 1, 2010 (Wednesday)	3:00 pm – 4:00 pm
December 2, 2010 (Thursday)	9:00 am – 10:00 am
December 2, 2010 (Thursday)	2:00 pm – 3:00 pm
December 3, 2010 (Friday)	9:00 am – 10:00 am
December 3, 2010 (Friday)	1:00 pm – 2:00 pm
December 7, 2010 (Tuesday)	2:00 pm – 3:00 pm
December 8, 2010 (Wednesday)	9:00 am – 10:00 am
December 9, 2010 (Thursday)	9:00 am – 10:00 am

Webinar Technical Requirements:

PC-Based Attendees	Mac-Based Attendees
• Required: Windows® 7, Vista, XP or 2003 Server (Linux is not supported) • Required: Internet Explorer® 7.0 or newer, Mozilla® Firefox® 3.0 or newer, or Google® Chrome® 5.0 or newer (JavaScript™ and Java™ enabled) • Internet Connection Required: Cable modem, DSL or better recommended	• Required: Mac OS® X 10.4.11 (Tiger®) or newer • Required: Safari™ 3.0 or newer, or Firefox 3.0 or newer; (JavaScript and Java enabled; Chrome™ is not supported) • Internet Connection Required: Cable modem, DSL or better recommended

Contact

For questions regarding this Employer Bulletin, please contact the Employer Communication Center toll-free at (888) 681-3952 or (608) 264-7900.