



# Employer *Bulletin*

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

## WRS Administration Manual Revised

The Department of Employee Trust Funds (ETF) has revised the *WRS Administration Manual* (ET-1127). Find it online at: [http://etf.wi.gov/employers/wrs\\_manual\\_binder.pdf](http://etf.wi.gov/employers/wrs_manual_binder.pdf)

Please discard the old version and refer only to the new version, dated 11/2010.

We encourage all employers to visit our Internet site to view and print any and all chapters of the *WRS Administration Manual*. The online version also contains a convenient search feature that permits you to find a topic of interest with ease. To order a paper copy from ETF, go to the Online Forms Order page, found under the Employers Tab on our Internet site, <http://etf.wi.gov>

Please note: The initial print run (for paper copies) is extremely limited. There may be delays in fulfilling orders for paper copies.

## Chapters Significantly Revised

Some chapters and subchapters of the *WRS Administration Manual* have been renumbered; new subchapters have been added; all forms reflect the most current version; examples have been updated; and suggestions from employers have been incorporated. The following chapters have been renumbered or significantly revised.

Chapter	Summary of Revisions
<b>Chapter 3 – WRS Eligibility Determination</b>	<p><b>Subchapter 301 – Eligibility Upon Hire</b></p> <ul style="list-style-type: none"> <li>Incorporated 2009 Wisconsin Act 28 provisions affecting eligibility criteria for school district educational support personnel.</li> </ul> <p><b>Subchapter 302 – Employees Not Eligible for WRS Participation</b></p> <ul style="list-style-type: none"> <li>Previously Subchapter 310</li> </ul>
<b>Chapter 5 – Earnings and Creditable Service</b>	<p><b>Subchapter 502 – Vacation and Sick Pay (Accumulated Leave)</b></p> <ul style="list-style-type: none"> <li>New subchapter clarifying vacation and sick leave payouts not due to termination.</li> </ul> <p><b>Subchapter 503 – Compensatory Pay (Accumulated Leave)</b></p> <ul style="list-style-type: none"> <li>New subchapter clarifying compensatory time payouts not due to termination.</li> </ul> <p><b>Subchapter 504 – Accumulated Leave Payments at Termination</b></p> <ul style="list-style-type: none"> <li>New subchapter clarifying accumulated leave payments at termination to include vacation, sick leave, or compensatory time.</li> </ul> <p><b>Subchapter 507 – Reportable and Non-Reportable Earnings Guide</b></p> <ul style="list-style-type: none"> <li>Updated compensatory time, sick leave pay, and vacation pay in guide.</li> </ul>

<b>Chapter 7 – Contribution Rates</b>	<b>Subchapter 704 – Description of Contribution Rates</b> <ul style="list-style-type: none"> <li>• Inserted 2011 Contribution Rates</li> </ul>
<b>Chapter 8 – Monthly Retirement Remittance Report</b>	<b>Subchapter 802 – Interactive Voice Response (IVR) Telephone System</b> <ul style="list-style-type: none"> <li>• Removed this subchapter on discontinued IVR Telephone System.</li> </ul>
<b>Chapter 12 – Additional Contributions</b>	<b>Subchapter 1201 – Types of Additional Contributions</b> <ul style="list-style-type: none"> <li>• Updated this subchapter as ETF no longer accepts IRC section 403(b) additional contributions to individual's WRS accounts.</li> </ul>
<b>Chapter 14 – Termination Rule and Reporting</b>	<b>Subchapter 1400 – Introduction</b> <ul style="list-style-type: none"> <li>• Clarified two requirements of a good faith termination.</li> </ul> <b>Subchapter 1402 – Required Conditions of a Valid Termination</b> <ul style="list-style-type: none"> <li>• Clarified six conditions of a valid termination.</li> </ul> <b>Subchapter 1404 – Rehired Annuitants and Valid Terminations</b> <ul style="list-style-type: none"> <li>• Inserted this subchapter to address how an invalid termination can potentially invalidate a member's WRS benefits.</li> </ul> <b>Subchapter 1405 – Frequently Asked Questions Concerning Valid Terminations</b> <ul style="list-style-type: none"> <li>• Updated questions and answers in this subchapter.</li> </ul>
<b>Chapter 15 – Employment of Annuitants</b>	<b>Subchapter 1501 – Required Conditions for a Rehired Annuitant</b> <ul style="list-style-type: none"> <li>• Inserted this subchapter to clarify the two required conditions for an employee to receive a WRS benefit and then return to WRS eligible employment.</li> </ul>
<b>Chapter 20 – Participant Services</b>	<b>Subchapter 2002 – Beneficiary Designations</b> <ul style="list-style-type: none"> <li>• Updated statutory standard sequence to include a surviving domestic partner as a beneficiary.</li> </ul>
<b>Chapter 22 – Uniformed Services Subject to Retirement Credit</b>	<b>Subchapter 2208 – Death Benefits for Certain Inactive WRS Participants (HEART Act)</b> <ul style="list-style-type: none"> <li>• Inserted this subchapter regarding Federal HEART Act which affects death benefits payable to certain "inactive" WRS participants on active military duty.</li> </ul>
<b>Chapter 23 – WRS Online Network for Employers (ONE)</b>	<b>Subchapter 2303 – Application Currently Available</b> <ul style="list-style-type: none"> <li>• Updated subchapter with current applications available on the Online Network for Employers (ONE).</li> </ul>

## Contact

If you have questions or issues relating to the administration of the WRS remain after consulting the *WRS Administration Manual*; if you need printed material interpreted or published in a different form; or if you need other assistance in using our services, please contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900.