



# Employer *Bulletin*

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

## 2011 WRS *Monthly Retirement Remittance Reports*

Enclosed is your 12-month supply of 2011 Wisconsin Retirement System (WRS) *Monthly Retirement Remittance Reports* (ET-1515). Use these forms each month to report WRS earnings paid in 2011 and the corresponding WRS contributions remitted for calendar year 2011. Employers making payments by ACH may wish to use them as a worksheet for online entry.

### Submitting Payment and Completing WRS Remittance Reports.

Submit each month's remittance report with your payment to ETF by the due date printed on each report. Wisconsin Administrative Code § ETF 10.64 requires that ETF assess an interest charge on all late reports based on payment received date, not the date mailed. For ACH users, please remember to enter your reports at least four banking days prior to the sweep date to ensure payment will be made on a timely basis.

### Keep the following points in mind when processing your WRS Monthly Retirement Remittance Report (ET-1515):

- **Report Month**

Paper reporters: ETF preprinted the reporting month on each month's form. Make sure the information on the report corresponds to the preprinted reporting month.

Online Network for Employers (ONE) reporters: When using the ACH sweep process, always take note of the reporting month and sweep date and whether you are entering a regular or a supplemental report. The system defaults to the month following the last month entered and the appropriate due date. If you enter a supplemental report, remember to change the report month and requested transfer date as needed. Contact ETF if you have questions regarding entry of a report.

- **Earnings**

Verify that the WRS earnings have been entered correctly and are in the proper employment category. Incorrect earnings or entry on the wrong line may result in a notice of payment due or overpayment, as well as difficulty in balancing at the end of the year. Be sure to enter the total earnings of all categories on paper reports.

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- **Over/Underpayment and/or Interest Due**

Use this line only if you receive a notice from ETF of overpayment, underpayment or interest due for a late received payment. For employers reporting on ONE, this balance is displayed in the Informational Section. Please promptly resolve these over/under payments and errors in reporting. (Do not use this line to force your report to balance in the event your entries differ by a few cents. ETF's processing system allows for these small variances.)

- **Additional**

Use this line to report employee-paid additional and/or employer-paid additional contributions. **Note:** 403(b) tax-deferred additional contributions to the WRS are no longer accepted.

- **Invoice Items**

Use this line to make a payment or take a credit for invoices sent by ETF. List each invoice number in the detail section, along with the appropriate amount. For employers reporting on ONE, outstanding invoices are displayed in the Informational Section. (For ONE users, only the invoice number is entered in the detail section; the payment or credit amount is automatically entered by the system.)

**The total amount due is calculated for ONE reporters. Paper reporters must enter the total due.**

If you pay by ACH, be sure to notify ETF of bank account or routing number changes.

**New in 2011:** You can view Monthly Remittance Reports submitted throughout the year online at <http://etfonline.wi.gov/etf/internet/employer/one.html>. Simply select "WRS Earnings Reports (On-going), the year 2011, and Remittance Reports by Month.

Please refer to Chapter 8 of the *WRS Administration Manual* (ET-1127) for detailed instructions on completing the *WRS Monthly Retirement Remittance Report* (ET-1515).

## Monthly Remittance Reporting Options: Local Employers

### 1. Online Network for Employers (ONE): Contribution Remittance Entry Application

The ONE application, which uses ACH, allows you to enter your remittance report via the Internet. Employers using the ONE application highly recommend it for remittance reporting. The enclosed *WRS Monthly Retirement Remittance Reports* may be used as worksheets for entry into the ACH system.

Here are some advantages of using ONE for contribution remittance:

- ONE edits your remittance information as you enter it, reducing the possibility of error in both data submission and payment.
- You can enter your monthly remittance as soon as you have completed your last payroll in a given month.
- You can select your payment date or simply use the default due date. Early posting provides you with better cash management and elimination of late interest assessments.

**Note: The banking industry requires entry at least four business days prior to the sweep date.**

We recommend you enter your report early in the month so those months with fewer days or with week-ends and holidays near the end of the month do not interfere with payment on the due date.

**Always proof your entry before using the 'Confirm' button. Your transaction is complete when you have a confirmation number.**

If you are new to this system and want to learn more about ONE, please view our online presentation, *Pay Your WRS Contributions Online*. Find it in the Video Library, on the left side of ETF's Internet site at <http://etf.wi.gov>.

## 2. Check Payment

If you remit contributions by check, you must mail the WRS Monthly Retirement Remittance Reports and accompanying checks to:

Employee Trust Funds  
DRAWER 901  
Milwaukee WI 53293-0001 (US BANK Milwaukee, N.A.)

The date received at DRAWER 901 determines timeliness, not the postmark date.

ETF encourages you to use ONE for ease of payment, more efficient cash management and electronic error editing. Currently, over 95% of payments received are transmitted through the ACH process by over 80% of our local employers. Timely entry eliminates the possibility of late interest charges.

## Monthly Remittance Reporting Options: State Agencies

### 1. WISMART

State agencies must submit a list of payment vouchers, evidence of payment and the *WRS Monthly Retirement Remittance Report* to ETF at 801 W. Badger Rd. by 4:30 p.m. on the report due date. Department of Administration approval of the payment vouchers must also occur on or before the due date.

### 2. Check Payment

State agencies remitting contributions by check must mail WRS Monthly Retirement Remittance Reports and accompanying checks to:

Employee Trust Funds  
DRAWER 901  
Milwaukee, WI 53293-0001 (US BANK Milwaukee, N.A.)

The date received at DRAWER 901 determines timeliness, not the postmark date. State agencies currently making payments by check are encouraged to convert to the ACH payment method.

## WRS Remittance Processing Contact Person

For questions related to *WRS Monthly Remittance Reports*, or *Over/Underpayment and or Late Interest Due Notices*, please contact Jim Krawczyk at (608) 266-3309 by phone or (608) 266-0133 by FAX. Always include your employer number and phone number on all correspondence.

## Requesting Access to ONE's Contribution Remittance Entry Application

To use the WRS Contribution Remittance Entry Application, please complete an *Online Network for Employers Security Agreement* (ET-8928) and fax it to (608) 266-0133. A completed *Automated Clearing House Direct Withdrawal Authorization* [ACH] (ET-1734) must also be completed for your payment to be electronically remitted to us. Please attach your ACH authorization to the security agreement when submitting to ETF for authorization.

Please notify ETF of any employee security changes. A new security form is required to add or delete an employee's access to ONE.

Both forms are on ETF's Internet site at <http://etf.wi.gov> under the Employer menu. The approval process may take approximately two weeks, so please submit remittances and reports by mail until you receive authorization from ETF.

If you have questions regarding access to ONE's Contribution Remittance Entry Application or ACH, please contact Jim Krawczyk at (608) 266-3309 or e-mail [james.krawczyk@etf.state.wi.us](mailto:james.krawczyk@etf.state.wi.us).

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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