



Employer *Bulletin*

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

2010 WRS Annual Reconciliation Reports

The Department of Employee Trust Funds (ETF) has completed its annual reconciliation of your calendar year 2010 earnings and contributions. Employers must access their reconciliation reports online through the ETF Online Network for Employers (ONE).

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

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 an *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 contact Jim Krawczyk at (608) 266-3309.

Annual Reconciliation Reports: Employers have 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 2010. 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. If your employee transactions did not equal the total of your monthly remittances for 2010, a reconciling entry was made by ETF.
- **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 2010 ending balance.

Instructional Webcast: An instructional webcast highlighting the navigation and purpose of each report is viewable on our Internet site at the following URL:

<http://etfmedia.wi.gov/main/Viewer/?peid=b2c176a10d804a82b63a5e3a0c58a8ad>

You may also navigate to the webcast by selecting the Video Library on ETF's Internet site and selecting the Employers catalog.

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.

Contact Information

Questions regarding this *Bulletin* and the accompanying reports may be directed to ETF by calling the Employer Communication Center toll free at (888) 681-3952 or locally (608) 264-7900 or by sending an e-mail from the "Contact ETF" page of our Internet site, <http://etf.wi.gov>.

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). Employer agents may copy this *Bulletin* for further distribution to other payroll offices, sub-units or individuals who may need the information. Back copies of the *Employer Bulletins* are available on our Internet site at the following URL: <http://etf.wi.gov/employers.htm>. Wisconsin Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931; <http://etf.wi.gov>.