



Employer *Bulletin*

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

WRS Regional Employer Training Sessions – Fall 2011

The Department of Employee Trust Funds (ETF) is conducting free Wisconsin Retirement System (WRS) employer training sessions for state and local government employers, including school districts. This training is for employers new to the administration of the WRS as well as more experienced employers that want to focus on more complex WRS issues.

Sessions are set for various Wisconsin cities beginning in September. Please note that some sessions are scheduled specifically for local and state government employers or school districts, while some are general sessions, to include all WRS employers. Registration for these sessions must be done online. In general, the morning session will cover introductory WRS administration topics, while the afternoon session will be more advanced.

Topics covered include:

- What changes resulted from 2011 Wis. Acts 10 and 32
- How to determine WRS eligibility
- How to determine reportable earnings under the WRS
- What are the employer reporting requirements for the WRS
- How to utilize the Online Network for Employers (ONE) to make WRS administration easier
- How to handle rehired employees or rehired annuitants

Training will consist of a combination of presentations and small group activities, with the goal of active learning through interaction with other WRS employers. Registered employers will also be given the opportunity to submit questions regarding the administration of the WRS prior to the training. Employers' input will be incorporated into the training as much as possible.

Session details:

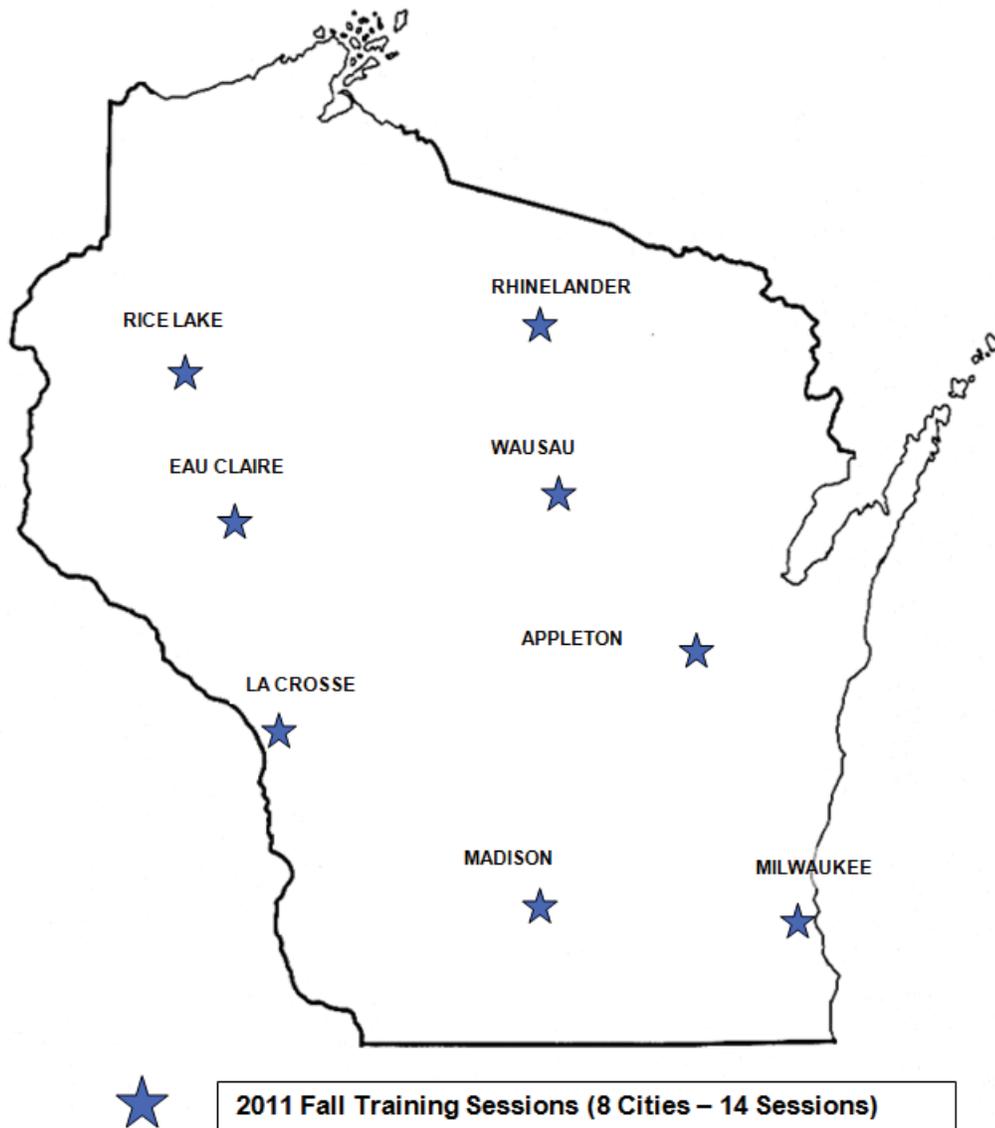
- Please bring your *WRS Administration Manual* (ET-1127, Rev 11/2010).
- Room temperatures fluctuate – a light sweater or jacket is recommended.
- There is no charge to attend.
- You are responsible for your own lunch.
- Register early – classroom size is limited.

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WRS EMPLOYER TRAINING SESSIONS – FALL 2011



Online Self-Registration

Please register utilizing our online self-registration program. Please view the link below or go to the Employer section of our public Internet site, <http://etf.wi.gov>, and select 'Employer Training'. Select your preferred session and fill in your personal information. Registrants will immediately receive either a confirmation of registration or, if the session is full, be asked if they would like to be placed on a waiting list.

<http://etfonline.wi.gov/ETFEmprTrainingPublicWeb/emprrregistration.do>

An email confirmation with detailed information and coordinating instructions will be sent 1-2 weeks prior to the training. If you have any questions regarding the registration process, please contact Rory McGarry, Employer Trainer, at rory.mcgarry@etf.state.wi.us or (608)264-8324.

WRS Regional Employer Training Sessions – Fall 2011

Training 9:00 A.M. – 4:00 P.M.

Registration 8:30 A.M. – 9:00 A.M.

City	Type	Date
La Crosse	General	Tuesday, September 13
Rice Lake	General	Wednesday, September 28
Eau Claire	School Districts	Thursday, September 29
Eau Claire	Local/State	Friday, September 30
Appleton	School Districts	Wednesday, October 5
Appleton	Local/State	Thursday, October 6
South Milwaukee	Local/State	Wednesday, October 12
South Milwaukee	School Districts	Thursday, October 13
Madison	Local/State	Wednesday, October 19
Madison	School Districts	Thursday, October 20
Madison	Local/State	Tuesday, October 25
Madison	School Districts	Wednesday, October 26
Rhinelander	General	Tuesday, November 1
Wausau	General	Wednesday, November 2

ONE Application Update - Employee Address Requirements

ETF is set to make Online Network for Employers (ONE) site changes that will improve compliance with United States Postal Service (USPS) addressing standards and improve service to employees at the same time. Effective August 30, 2011, new address correction software on the site will verify whether the employee address you entered is USPS compliant and a USPS deliverable address. If the address submitted is considered a USPS compliant address, you will see no change in system operation. However, if the address is determined to be incorrect, then you will select the PREVIOUS button to correct the address.

Keep in mind: Although you may be entering the address exactly as the employee reported it to you, it still may not be correct or formatted correctly according to USPS guidelines.

For your convenience, we will provide a link (called USPS address guidelines) in case the employee address is simply not compliant -- you may be able to resolve the error on your own. If the employee supplied a "non-deliverable" address, you will probably have to contact the employee for clarification. Examples of non-deliverable addresses include missing directionals (N,S,E,W); missing P.O. boxes; and incorrect use of "county road". In rare cases, there are times that the address is not in the USPS.com database as reported by the employee and by selecting the NEXT button it will accept the address.

With this ONE system enhancement, not only are we complying with USPS requirements, we're also improving customer service and minimizing problems due to employee address problems.

Contact

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

REMINDER: 2011 Wisconsin Acts 10 and 32 contain a number of provisions that affect the retirement and health insurance programs administered by the Department of Employee Trust Funds (ETF). In order to more efficiently convey information regarding these Acts, updated information will be conveyed through ETF's Internet site rather than *Employer Bulletins*. Therefore, for a complete description of these changes and the most up-to-date information, please visit:

http://etf.wi.gov/news/Act_10_Employer_Communications.pdf.

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 Matt Stohr, 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>

Wisconsin Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931; <http://etf.wi.gov>.
