



Employer *Bulletin*

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

URGENT!

Act 10/32 Category Change Reporting Webinars

The Department of Employee Trust Funds (ETF) is pleased to announce Wisconsin Retirement System (WRS) employer training opportunities via webinar.

A webinar is an online conferencing tool. Content is delivered online while attendees listen to the audio via teleconference. Employers connect directly to ETF by calling a toll-free telephone number and view the presentation online. Registration is required.

2011 Wisconsin Acts 10 and 32 created multiple challenges in the administration of retirement benefits for public employees. The change in contribution rates will force allocation of employee contributions at two different rates for most categories in 2011.

In addition, the mid-year implementation forced ETF to separate pre-Acts 10 and 32 contribution rates from post-Acts 10 and 32 contribution rates. The most efficient way to do that was to create new employment categories for all employees to determine and track hours and earnings attributable to pre- and post-Acts 10 and 32.

This training will address these issues and others including how ETF is prepared to help you manage this change efficiently and effectively. Please make time to attend one of these sessions. An hour now could save you many later.

For employers who use 'Transaction Upload' please see 'Appendix A' of the online version of the *WRS Administration Manual* (ET-1127) for changes in the data format needed to successfully upload mid-year data. Appendix A can be found at:

<http://etf.wi.gov/publications/et1127appendixa.pdf>

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 e-mail with a Join Training Link and coordinating instructions.

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

Wisconsin Retirement System – Act 10/32 Employee Category Changes and Reporting

Topics include:

1. Employee Category Changes:

- Why the changes were implemented
- How these changes will affect employers
- How ETF is handling the changes

2. Mid Year Reporting:

- Why mid-year reporting is critical and mandatory
- Mid-year reporting requirements
- How to report

Webinar Technical Requirements

PC-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

Mac-Based Attendees:

- 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.

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 or hearing impaired and need assistance, call the Wisconsin Relay Service toll free at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). If you are visually or cognitively impaired, call 1-877-533-5020 or (608) 266-3285 locally. 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>.

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.

Scheduled Training Sessions:

~ November 2011 ~						
◀ October						December ▶
Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1 2:00 p.m.	2 10:00 a.m. <i>and</i> 2:00 p.m.	3 10:00 a.m. <i>and</i> 2:00 p.m.	4	5
6	7 9:00 a.m. <i>and</i> 1:00 p.m.	8 9:00 a.m. <i>and</i> 1:00 p.m.	9 10:00 a.m. <i>and</i> 1:00 p.m.	10 9:00 a.m. <i>and</i> 2:00 p.m.	11 10:00 a.m. <i>and</i> 1:00 p.m.	12
13	14 9:00 a.m. <i>and</i> 1:00 p.m.	15 9:00 a.m. <i>and</i> 1:00 p.m.	16 10:00 a.m. <i>and</i> 1:00 p.m.	17 9:00 a.m. <i>and</i> 1:00 p.m.	18 10:00 a.m. <i>and</i> 1:00 p.m.	19
20	21	22	23	24	25	26
27	28	29	30	Notes:		

More Calendars: [December](#), [January](#), [February](#)

Any necessary updates regarding category change reporting will be posted on ETF's Employer Training page at:

<http://etf.wi.gov/employers/employers-training.htm>.