



# Employer *Bulletin*

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

## Important Deadlines for WRS *Statement of Benefits* Distribution

Thank you for your patience as we continue to update our system to accommodate changes required by Acts 10 and 32. We sincerely apologize for the delay in annual processing and January 1, 2012 *Wisconsin Retirement System (WRS) Statement of Benefits* distribution this year.

As a WRS employer, you are responsible for distributing the annual *WRS Statements of Benefits* to your active employees. The statements, dated January 1, 2012, will be sent to you following completion of the reconciliation process. To assist in the distribution of these statements, please review the **sorting options** offered by the Department of Employee Trust Funds (ETF), the **detail** for each option, and the **important deadlines** relative to address reporting and the statement distribution process.

ETF has the capability to collect address data from the annual report to be used on the WRS *Statements of Benefits*. **If you require a distribution code to distribute the statements to employees (Sort Options A and C), you must still submit a CDAD report.**

### Important Deadlines:

May 25, 2012: Deadline for submitting the *Distribution Code/Address Option Selection* (Sort Option) form (ET-9061). This form determines how your employees' statements will be sorted when they are delivered.

On this form, you will select a sort option for your January 1, 2012 *Statements of Benefits* and indicate the method you will use to report the distribution code and address information to ETF. **If you do not return form ET-9061 by the due date, ETF will use Option D, Alphabetical Order, by default to sort your employees' *Statements of Benefits*.** Please refer to form ET-9060, included with this bulletin, for Distribution Code and Address Data (CDAD) reporting instructions.

June 15, 2012: Deadline for submitting all Distribution Code and Address Data (CDAD) reports to ETF. Specific instructions for submitting the CDAD report can be found on form ET-9060 (enclosed).

### **WRS Statement of Benefits *Distribution Code/Address Option Selection* (Sort Option) Form (ET- 9061)**

Attached is the WRS Statement of Benefits *Distribution Code/Address Option Selection* (Sort Option) form (ET-9061). Your completed form instructs ETF how to sort your active employees' January 1, 2012 *Statements of Benefits*. The statements will be printed and delivered in the order indicated on the form for your convenience. You may also access form ET-9061 at: <http://etf.wi.gov/publications/employer.htm>. Please complete and return the form to ETF by mail, fax, or e-mail by May 25, 2012.

Please select one of the four sort options described below by checking the appropriate box on the form. Also, please indicate the reporting method (File Transfer Protocol [FTP], disk, paper, or annual report) by which you plan to submit your address information. ETF encourages you to use electronic reporting to increase accuracy and efficiency.

**Note: File Transfer Protocol (FTP) is a different system from ETF's Online Network for Employers (ONE). ETF's ONE site is unable to accept CDAD reports at this time.**

OPTION A: Distribution Codes:

You will receive the statements in alphabetical order by employee last name, within a distribution code order specified by you. Example: You could provide us with distribution codes that group your employees' statements by departments, individual buildings where employees work, or by different cities where employees work. **This Sort Option requires you to submit a CDAD report.**

OPTION B: Employee Home Addresses in ZIP Code Order:

You will receive the statements sorted by your employees' home addresses in zip code order. The address sort option enables you to attach postage and mail the statements directly to employees, rather than distributing statements at the work site(s). The statements will be printed with your return address displayed in the return address window of the envelope.

NOTE: If you select Option B and submit your annual report with addresses on it, then you do not need to submit a Distribution Code/Address Data (CDAD) report.

OPTION C: Sort by Distribution Codes and Also Print Home Addresses:

You will receive the statements in alphabetical order within a distribution code order, with home addresses of your employees printed on the statements. This allows you to distinguish between different buildings or work sites, but retain the option to mail some statements to employees who might not be present at the time you distribute statements. **This Sort Option requires you to submit a CDAD report.**

OPTION D: Sort in Alphabetical Order:

You will receive the statements in alphabetical order. Distribution codes and/or addresses of employees can be printed on the statements, provided you supply ETF with that information.

NOTE: If you select Option D and submit your annual report with addresses on it, then you do not need to submit the optional Distribution Code/Address Data (CDAD) report.

**Mail, fax or e-mail the *Distribution Code/Address Option Selection (Sort Option) form (ET-9061)* to ETF by May 25, 2012, using the address or number indicated on the form. When completing this form, please provide your WRS Employer Identification Number (69 036 XXXX XXX).**

## **Distribution Code/Address Data (CDAD)**

If you intend to submit a CDAD report, it must be submitted by **June 15, 2012**.

The CDAD report must follow data format specifications defined in the *Distribution Code/Address Data Specifications for WRS Statement of Benefits form (ET-9060)* included with this bulletin. This form also contains instructions for using an Excel spreadsheet to create the CDAD report in an electronic format acceptable by ETF. Form ET-9060 can also be found at:

<http://etf.wi.gov/publications/employer.htm>.

**Note: Files not meeting the reporting format will be returned to you for correction. Corrections will NOT be made at ETF.**

You are required to keep a copy for your records of all reports sent to ETF as reference to help resolve problems that may exist in the file.

## Contact

Please contact Michelle Solberg Ford at (608) 266-2737 or by e-mail at: [michelle.solberg@etf.state.wi.us](mailto:michelle.solberg@etf.state.wi.us) if you have questions regarding this bulletin.

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*. 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>.

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## DISTRIBUTION CODE/ADDRESS DATA (CDAD) SPECIFICATIONS FOR STATEMENT OF BENEFITS WISCONSIN RETIREMENT SYSTEM

NOTE: The Statements of Benefits will be delivered to you consistent with your selection of one of the four available options:

- Option A: Distribution Code Order
- Option B: Employee Home Address in ZIP Code Order
- Option C: Distribution Code Order and Home Address
- Option D: Alphabetical Order

Statements of Benefits for employees with no distribution code or address on file will be grouped in alphabetical order, by employee last name.

### 1. Specifications for Paper Reporting:

Employers submitting the CDAD report on paper must use the same information required for electronic reports, indicated under **Field Name** column below. A sample form (ET-9066) is attached with this bulletin.

### 2. Specifications for Electronic Reporting:

The file content of the CDAD report for employers submitting via File Transfer Protocol (FTP) or on a disk must follow the data format specifications indicated below.

#### A. Preferred Method: Create the data file using the indicated specific format

FIELD NAME	FIELD POSITION	LENGTH	TYPE*
Employer Number	1 – 7	7	Numeric
Employee Social Security Number	8 – 16	9	Numeric
Employee Name	17 – 46	30	Unspecified
Distribution Code	47 – 59	13	Unspecified
Address (line 1)	60 – 89	30	Unspecified
Address (line 2)	90 – 119	30	Unspecified
City	120 – 147	28	Unspecified
State	148 – 149	2	Unspecified
Zip	150 – 154	5	Numeric or blank
Zip Extension	155 – 158	4	Numeric or blank

- \* **Numeric** = Field must be numeric.  
**Unspecified** = Any combination of character allowed—alpha/numeric/blank.  
**Numeric or Blank** = Field must be numeric or blank.

**B. Alternative Method: Create CDAD data file using an Excel spreadsheet:**

1. Set each column to the specified width identified in the chart. Note: Setting the columns to the specified width will produce the field length indicated in the chart when you save the file as a \*.prn file;
2. Create a column for each field even if you do not intend to use it. Do not type the column heading (Column, Field Name, Etc...) on your spreadsheet. The first row on your spreadsheet should contain your first employee in the report.

Column	Field Name	Field Position	Length	Column Width	Cell Format
A	Employer Number	1 – 7	7	7.22	General
B	Employee SS #	8 – 16	9	9.22	General
C	Employee Name	17 – 46	30	30.22	General
D	Distribution Code	47 – 59	13	13.22	General
E	Address ( line 1)	60 – 89	30	30.22	General
F	Address ( line 2)	90 – 119	30	30.22	General
G	City	120 – 147	28	28.22	General
H	State	148 – 149	2	2.22	General
I	Zip	150 – 154	5	5.22	General
J	Zip Extension	155 – 158	4	4.22	General

*Your file cannot be uploaded to our system if the above format is not followed.*

NOTE: When entering your Employer Identification Number (EIN), you may need to format the cell to text, enter the information, and change the cell format back to general after you enter the EIN.

After all of the information has been entered, save the data by following the steps below:

1. Select 'File.'
2. Select 'Save as.'
3. Name your document CDADXXXXXXX; where x is the last seven digits of your EIN number. Example: For an EIN of 69-036-1234-000, the naming convention would be CDAD1234000. No other naming convention is acceptable.
4. Change the file type to a Formatted Text (Space delimited) (\*.prn) file.
5. Select 'Save.'

NOTE: After this file has been created, you can either send the CDAD file to ETF via disk or by the FTP method of transmission.

DISK/FTP FORMATS: We can process disks in the following formats:

- 3.5 inches, double-sided, 1.44MB
- Compact discs

RECORDING MODE: ASCII standard code

RECORD LENGTH: 158 bytes per record, fixed length

FILE NAME: Use **CDAD** and the last seven digits of your EMPLOYER IDENTIFICATION NUMBER (EIN).

A file may consist of multiple disks as long as it complies with file name conventions.

If a file consists of more than one disk, the filename **CDAD**1234000 will contain a 3 digit numeric extension. This extension will indicate the sequence of the disks within the file. For example, the first disk will be named **CDAD**1234000.001, the second disk will be **CDAD**1234000.002, etc.

**FILE CONTENT:**

File content must follow specific data format specifications as defined in this section. Deviations from the prescribed formats will not be acceptable. Files with unrecognized data or critical errors will not be processed and disks will be returned for correction. If errors exist on the FTP file, ETF will contact you and request that you send a corrected FTP file. The file with the error will be deleted.

**SUBMIT DATA FILES TO ETF:**

- **DISKS:** Department of Employee Trust Funds  
Technical & Network Services Bureau  
P.O. Box 7931  
Madison, WI 53707-7931
  
- **FTP:** “ETF-Secure FTP SITE”  
Please follow the instructions you received when first approved for FTP transmittal.  
Note: FTP is a different system than the Online Network for Employers (ONE). The ONE system is unable to accept CDAD files at this time.
  
- **PAPER REPORTS:** Department of Employee Trust Funds  
P.O. Box 7931  
Madison, WI 53707-7931

Questions should be directed to:

Michelle Solberg Ford  
Department of Employee Trust Funds  
P. O. Box 7931  
Madison, WI 53707-7931  
Phone: (608) 266-2737 FAX: (608) 266-0133  
e-mail: michelle.solberg@etf.state.wi.us

**DISTRIBUTION CODE/ADDRESS OPTION SELECTION  
FOR JANUARY 1, 2012 WRS STATEMENTS OF BENEFITS**

You must complete this form to select a sort option for your January 1, 2012 *Statements of Benefits*. CHECK ONLY ONE OPTION and be sure to indicate if you will report Distribution Code/Employee Address report (CDAD) on FTP, disk or paper, or if you submitted addresses on the annual report. Please note that if you choose Option A or Option C, you must still submit the CDAD file, as we are unable to collect distribution codes via the annual report. This form must be returned to the Department of Employee Trust Funds (ETF) by the due date indicated below.

Employer Name: \_\_\_\_\_ Employer Number: 69-036-\_\_\_\_\_

Name of Person completing this form: \_\_\_\_\_

Telephone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

<input type="checkbox"/>	<b>OPTION A</b>	<b>Distribution Code Order:</b> Statements will be sorted in a distribution code order specified by you and then alphabetically within the distribution code.  Will Report CDAD On: <input type="checkbox"/> FTP <input type="checkbox"/> Disk <input type="checkbox"/> Paper
<input type="checkbox"/>	<b>OPTION B</b>	<b>Employee Home Address:</b> Statements will be sorted by employee home address in zip code order.  Will Report CDAD On: <input type="checkbox"/> FTP <input type="checkbox"/> Disk <input type="checkbox"/> Paper Submitted/Will Submit Addresses on Annual Report: <input type="checkbox"/>
<input type="checkbox"/>	<b>OPTION C</b>	<b>Distribution Code Order with Home Address Printed:</b> Statements will be sorted in distribution code order, and then alphabetically within distribution code with employees' addresses printed on the Statements.  Will Report CDAD On: <input type="checkbox"/> FTP <input type="checkbox"/> Disk <input type="checkbox"/> Paper
<input type="checkbox"/>	<b>OPTION D</b>	<b>Alphabetical Order:</b> Statements will be sorted by employee last name in alphabetical order.  <b>Note:</b> Submitting address or distribution code data is optional with this sort option.  Will Report CDAD On: <input type="checkbox"/> FTP <input type="checkbox"/> Disk <input type="checkbox"/> Paper Submitted/Will Submit Addresses on Annual Report: <input type="checkbox"/> Will Not Submit Address or Distribution Code Data. <input type="checkbox"/>

Return this selection form by May 25, 2012 to:

Jim Krawczyk  
Department of Employee Trust Funds  
PO Box 7931  
Madison WI 53707-7931

FAX: (608) 266-0133

e-mail: james.krawczyk@etf.state.wi.us