



Employer *Bulletin*

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

WRS Annual *Statements of Benefits* Enclosed

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

A personalized *WRS Statement of Benefits* (dated January 1, 2012) is enclosed for each of your active employees with WRS contribution balances as of December 31, 2011. Please distribute these according to the instructions and guidelines provided below.

Instructions and Guidelines for Statement Distribution

Employers are responsible for distributing the *Statement of Benefits* to their active WRS covered employees. You may attach postage and send the statements to your employees via U.S. mail in the envelopes provided. Be sure to send statements to employees on leaves of absence.

Please remember that the *Statement of Benefits* is a **confidential document**. It should only be opened by the employee.

If we include a statement for an employee who recently terminated, or for whom a termination report has not yet been sent to ETF:

- Mail the statement to the participant.
- In the event a termination report has not been sent to ETF, immediately submit one. Please refer to Chapter 9 'Periodic Employee Transaction Reporting' in the *WRS Administration Manual* (ET-1127) for methods available for reporting terminations. Your report should include the employee's employment termination date, applicable WRS earnings and hours of service, and last known address. ETF will update the employee's WRS account information.

Note: *Statements of Benefits* for employees working for more than one WRS employer are sent to the employer with the employee's **most recent WRS begin date**. This is not necessarily the primary employer.

A January 1, 2012 *Statement of Benefits* will not be sent to you for:

- Employees who terminated employment and for whom you reported the employment termination to ETF prior to the statement printing date. ETF will send statements directly to the employee's mailing address.
- New WRS participants who enrolled in late December 2011 and whose first wages were paid in January 2012. These employees will not receive statements because no WRS contributions were paid in 2011.
- Employees who have applied for a retirement benefit.

Employees Should Carefully Review Statements

The annual *Statement of Benefits* provides WRS participants the opportunity to review important WRS account information that will eventually be used in benefit calculations. Therefore, we ask that you encourage employees to carefully review their statements and the enclosed supporting explanation. Most questions can be answered by reading this information or viewing ETF's online video, *Your Annual Statement of Benefits*. Find it in our video library at:

<http://etf.wi.gov/webcasts.htm> (click on "Participants" to go to the program). We recommend the employee have their *Statement of Benefits* in hand when viewing the video.

Your employees should contact you for clarification of the WRS information that you reported to ETF: employment category, earnings, and hours worked (ETF converted the hours worked to WRS creditable service). It is critical that you immediately correct any reporting errors. Please refer to Chapter 11 of the *WRS Administration Manual* (ET-1127) for instructions and guidance on making prior year account adjustments.

Please notify your employees that **after** terminating all WRS covered employment, they must notify ETF of any address changes so they will continue to receive their annual *Statement of Benefits* (until a benefit is taken) and other communications from ETF.

Employer Feedback on *Statement of Benefits* Format

ETF continually seeks to improve the annual *Statement of Benefits* format, and we welcome your feedback. Please contact the Office of Budget and Trust Finance at: StatementInfo@etf.wi.gov with any comments or questions.

Questions

Employees having questions after reviewing the information supplied with the *Statements of Benefits* may contact ETF's Member Call Center toll free at (877) 533-5020, or by calling (608) 266-3285 in the Madison area. Employers with questions should contact ETF's Employer Communication Center toll free at (888) 681-3952, or locally (608) 264-7900.

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 *Employer Bulletins* are available on our Internet site at <http://etf.wi.gov/employers.htm>. Wisconsin Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931; <http://etf.wi.gov>.

Employers: Please post and/or share this information with all of your employees.



Department of Employee Trust Funds

STATEMENT OF BENEFITS

Did you know...

You can watch the Department's online video, ***Your Annual Statement of Benefits***, from any computer with a high speed Internet connection.

The video is a step-by-step explanation of each section of the *Statement of Benefits*.

To view ***Your Annual Statement of Benefits*** online, go to the Department's Web site <http://etf.wi.gov/webcasts.htm> and select the video catalog for "participants".

Viewing tip: Have your *Statement of Benefits* in-hand while viewing the program.