



# Employer *Bulletin*

Employer Communication Center (608) 266-3285 Toll free: 1-877-533-5020 <http://etf.wi.gov>

## WRS Regional Employer Training Sessions – Fall 2013

The Department of Employee Trust Funds (ETF) is conducting free Wisconsin Retirement System (WRS) employer training sessions for local and state government employers, school districts, and technical colleges. This training is for both employers new to the administration of the WRS and more experienced employers who want to focus on more complex WRS issues. These training sessions are presented in various regions of Wisconsin chosen to encompass the entire state. Please note that some training sessions are scheduled for local and state government employers, some for school districts, and some as general training sessions for all of the types of WRS employers. In general, the morning periods will cover more introductory WRS topics, while the afternoon periods will cover more advanced WRS topics. Registration for these sessions must be done online.

Topics covered include:

- 2013 Wisconsin Act 20 Changes
- How to determine WRS eligibility and employment categories
- WRS reportable earnings
- Employer reporting requirements for the WRS
- How to utilize the Online Network for Employers (ONE) applications to make the administration of the WRS easier
- How to handle rehired employees or rehired annuitants
- WRS procedures covering USERRA
- General Invoicing
- Lump Sum Payouts

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. Employer submitted questions will be incorporated into the training as much as possible.

Session details:

- Please print the *WRS Administration Manual* (ET-1127), and bring it along.
- 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.

## WRS EMPLOYER TRAINING SESSIONS – FALL 2013



★ 2013 Fall Training Sessions (7 cities – 14 Sessions)

### Online Self-Registration

Please register utilizing our online registration program. View the link below or go to the Employer section of <http://etf.wi.gov>, and select Employer Training. Choose your preferred session and fill in your personal information. Registrants will immediately receive a confirmation of registration or, if the session is full, be asked to be placed on a waiting list.

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

An e-mail confirmation with further information and instructions will be sent one or two weeks prior to the training. If you have any questions regarding the registration process, please contact the Employer Communication Center toll free at 1-877-533-5020 or 608-266-3285; or e-mail your inquiry to [etfemployertraining@etf.wi.gov](mailto:etfemployertraining@etf.wi.gov)

## WRS Regional Employer Training Sessions – Fall 2013

**Training 9:00 A.M. – 4:00 P.M.**

*Registration 8:30 A.M. – 9:00 A.M.*

City	Type	Date
Madison	Local / State	<b>Tuesday - October 1<sup>st</sup></b> UW-Extension Conference Center (Lowell or Pyle)
Madison	School Districts	<b>Thursday - October 3<sup>rd</sup></b> UW-Extension Conference Center (Lowell or Pyle)
Madison	School District	<b>Wednesday - October 23<sup>rd</sup></b> UW-Extension Conference Center (Lowell or Pyle)
Madison	Local / State	<b>Thursday - October 24<sup>th</sup></b> UW-Extension Conference Center (Lowell or Pyle)
Appleton	School District	<b>Tuesday - October 29<sup>th</sup></b> Fox Valley Technical College
Appleton	Local / State	<b>Wednesday - October 30<sup>th</sup></b> Fox Valley Technical College
Appleton	General	<b>Thursday - October 31<sup>st</sup></b> Fox Valley Technical College
Wausau	General	<b>Wednesday - November 6<sup>th</sup></b> Northcentral Technical College - Wausau
Rhineland	General	<b>Thursday - November 7<sup>th</sup></b> Nicolet College
South Milwaukee	School Districts	<b>Wednesday - November 13<sup>th</sup></b> City of South Milwaukee Administration Building
South Milwaukee	Local / State	<b>Thursday - November 14<sup>th</sup></b> City of South Milwaukee Administration Building
La Crosse	General	<b>Tuesday - November 19<sup>th</sup></b> La Crosse State Office Building
Eau Claire	School Districts	<b>Wednesday - November 20<sup>th</sup></b> Chippewa Valley Technical College
Eau Claire	Local / State	<b>Thursday - November 21<sup>st</sup></b> Chippewa Valley Technical College

For questions regarding this *Employer Bulletin*, please contact the Employer Communication Center toll-free at 1-877-533-5020 or locally at 608-264-7900.