



Employer *Bulletin*

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

Online Submission of WRS Transactions and WRS Monthly Remittances Will be Mandatory Effective January 2014

Effective January 1, 2014, the Department of Employee Trust Funds (ETF) will only accept transactions submitted electronically through the [Online Network for Employers \(ONE\)](#) site. This will include the Wisconsin Retirement System (WRS) monthly remittance reports, enrollments, terminations, late reported earnings, annual reports, and other periodic transactions.

There are currently 1,505 local entities and state agencies participating in the WRS; approximately 97% are already reporting their transactions electronically. Those employers not reporting electronically will receive correspondence that will assist them to do so.

WRS Monthly Remittance Reporting

In a continuing effort to improve ETF processes; reduce employer and ETF administrative costs; increase accuracy of information and reduce errors, ETF will require that all WRS *Monthly Remittance Reports* (ET-1515) and payments be submitted online using the WRS Contribution Remittance Entry application of the [ONE](#) site.

This requirement will be effective with the January 2014 reports, due February 28, 2014 for local employers and February 24, 2014 for state agencies. State agencies must have payment vouchers submitted and approved by the Department of Administration on or before the due date.

The ONE application, which uses ACH, allows you to enter your remittance report via the Internet. Employers using the ONE application highly recommend it for remittance reporting.

Here are some advantages of using ONE for contribution remittance:

- ONE edits your remittance information as you enter it, reducing the possibility of error in both data submission and payment.
- You can enter your monthly remittance as soon as you have completed your last payroll in a given month.
- You can select your payment date or simply use the default due date. Early posting provides you with better cash management and elimination of late interest assessments.

Note: The banking industry requires entry at least four business days prior to the sweep date.

We recommend that you enter your report early in the month so those months with fewer days or with weekends and holidays near the end of the month do not interfere with payment on the due date.

Always proof your entry before using the 'Confirm' button. Your transaction is complete when you have a confirmation number.

To use the WRS Contribution Remittance Entry Application, please complete an *Online Network*

for *Employers Security Agreement* (ET-8928) and fax it to ETF at 608-266-0133. A completed *Automated Clearing House Direct Withdrawal Authorization* [ACH] (ET-1734) must also be completed for your payment to be electronically remitted. Please attach your ACH authorization to the security agreement when submitting to ETF for authorization.

Please notify ETF of any employee security changes. A new *Online Network for Employers Security Agreement* is required to add or delete an employee's access to ONE.

Both forms can be located on ETF's Internet site at <http://etf.wi.gov> under the Employer menu. The approval process may take approximately two weeks, you may continue to submit remittances and reports by mail until you receive authorization from ETF.

Contact

Questions regarding the contents of this *Employer Bulletin* should be directed to the Employer Communication Center toll free at 1-877-533-5020 or locally at 608-266-3285

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. If you have any questions, please contact the Employer Communications Center toll free at 1-877-533-5020 or locally at (608) 266-3285. 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>