



# Employer *Bulletin*

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

## WRS Employer Training Webinars – Spring 2014

The Department of Employee Trust Funds (ETF) is pleased to announce upcoming employer training via Webinar. A Webinar is an interactive presentation that is transmitted over the Internet while attendees listen to the audio via teleconference. This online web conferencing tool will allow ETF to simultaneously deliver training throughout the State of Wisconsin. Employers will connect directly to ETF by calling a toll-free telephone number and view an interactive online presentation. Registration is required for all training webinars and is completed online.

Please view our online course catalog for the webinar schedule and registration:

<https://student.gototraining.com/1360y/catalog/109678767>

Once registered for a webinar, you will receive a confirmation e-mail with a *Join Training* link and instructions on how to connect to the webinar session.

ETF is currently offering one-hour training webinars on the following topics:

<p><b>Eligibility Determination and Employment Categories</b></p> <ul style="list-style-type: none"> <li>Evaluate new or existing employees for WRS eligibility</li> <li>Employment categories</li> <li>How to process enrollments</li> </ul>	<p><b>Prior Year Adjustments and Late Reported Earnings</b></p> <ul style="list-style-type: none"> <li>Reporting retroactive earnings, hours and Employee Required Contributions (EERC)</li> <li>How to correct errors from previous years</li> </ul>
<p><b>Rehired Annuitants</b></p> <ul style="list-style-type: none"> <li>Good-faith terminations</li> <li>Actions upon hire</li> <li><i>Rehired Annuitant Form</i> (ET-2319)</li> <li>Required break in service</li> </ul>	<p><b>Employer WRS Orientation</b></p> <ul style="list-style-type: none"> <li>Overview of ETF’s website</li> <li>Overview of the Online Network for Employers (ONE) site and various applications</li> <li>Available resources</li> </ul>

Sign up early because space is limited. If unable to attend, please cancel your registration to allow space for others. Be aware that webinar training dates and times are subject to change. You will be notified by e-mail in the event of a change. Please view our [online course catalog](#) for the most current information and training schedule.

Periodically check for additional dates to be added through May as we continue to post new webinar sessions.

**Webinar Technical Requirements:**

<p><b>For PC – Based Attendees:</b></p> <p><b>Required:</b> Windows® 7, Vista, XP or 2003 Server (Linux is not supported)</p> <p><b>Required:</b> Internet Explorer® 7.0 or newer, Mozilla® Firefox® 4.0, Google Chrome™ 5.0 or newer (JavaScript™)</p> <p><b>Internet Connection Required:</b> Cable modem, DSL or better recommended</p>	<p><b>For Mac – Based Attendees:</b></p> <p><b>Required:</b> Mac OS® X 10.6 or newer</p> <p><b>Required:</b> Safari® 3.0 or newer, or Mozilla® Firefox® 4.0 or newer, or Google Chrome™ 5.0 or newer (JavaScript™)</p> <p><b>Internet Connection Required:</b> Cable modem, DSL or better recommended</p>
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**Contact Information**

For questions regarding this *Employer Bulletin*, please contact 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 toll-free 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 [etf.wi.gov/employers.htm](http://etf.wi.gov/employers.htm).

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