



# Employer *Bulletin*

Employer Communication Center 608-266-3285

Toll free: 1-877-533-5020

etf.wi.gov

## 2013 WRS Annual Reconciliation Reports

The Department of Employee Trust Funds (ETF) has completed its annual reconciliation of your calendar year 2013 earnings and contributions. Employers must access their reconciliation reports online, through the [ETF Online Network for Employers \(ONE\)](#).

View your reports via the ONE portal at [etfonline.wi.gov/etf/internet/employer/one.html](http://etfonline.wi.gov/etf/internet/employer/one.html) and select "WRS Earnings Reconciliation Reports (Final)" in the Applications section.

**Security to view the reports:** Those who have the security to access the WRS Account Update function on ONE will also be able to view their WRS Annual Reconciliation Reports online. If you need access to the reports and do not have the necessary security, please complete an [Online Network for Employers Security Agreement \(ET-8928\)](#) and fax it to 608-267-3931. Be sure to check the WRS Account Update box on the form.

**Annual Reconciliation Reports:** Employers have the ability to download employee transactions to an Excel spreadsheet. The menu of reports includes:

- *Employee Transaction Detail* - A listing of the employee transactions loaded for 2013. This data may be viewed online or downloaded to an Excel spreadsheet. Employers with more than 250 employees will only see summary data online and must download the report to see the detailed employee transactions.
- *Suspended Employee Transactions* - A current listing of employee transactions submitted to ETF that has not been loaded due to invalid or incomplete entries.
- *Employer Contribution Summary* - A summary of your covered payroll by employment category with applicable contribution rates and contributions.
- *Remittance Reports by Month* - A listing of the earnings submitted on each monthly remittance by the employer, as well as additional contributions. If your employee transactions did not equal the total of your monthly remittances for 2013, a reconciling entry was made by ETF.
- *Listing of Over/Under Entries* - A listing of the recent over/under entries and your current over/under balance.
- *Unfunded Actuarial Accrued Liability Statement* - A summary of the payments received, interest assessed and your 2013 ending balance.
- *Earning/Contribution Reconciliation* - A summary of the totals and difference between the earnings from all employee transaction by contribution category and earnings from your monthly remittance reports for 2013.
- *Contract Settlement* - A summary that allows employers to select employment category and the reporting year for a late-reported contract settlement. The report date, employee name, employee Social Security number, action code and action date are all pre-filled for a late-reported contract settlement. By clicking the "Export to Excel" button, the user can download this information to a spreadsheet.

## Reporting Late Reported Earnings via Online Network for Employers

ETF has made it easier to report Prior Year Adjustments (PYA) and Late Reported Earnings (LRE). Previously, WRS employers needed to manually submit individual transactions via [Employee Transaction Report \(ET-2533\)](#). Employers can now use the [Online Network for Employers \(ONE\)](#) site to report PYAs as individual or multiple transactions. Submission of paper forms is no longer necessary.

The transaction codes for use in submitting PYA and LRE have been simplified and are listed below, along with a brief description of when each code should be used:

- **P023** – Used to report retroactive earnings resulting from a contract settlement; no associated hours. **Note:** this code is only available for TEXT or CSV formatted files.
- **P027** – Used to *subtract* earnings and corresponding hours and/or employee paid contributions, if applicable.
- **P029** – Used to *add* earnings and corresponding hours and/or employee paid contributions, if applicable.

Contributions plus interest may be due as a result of prior year adjustments, in which case ETF will generate an invoice including:

- The amount owed or to be credited, or a zero balance.
- How to remit or subtract the amount from remittances.
- The due date to avoid additional interest charges.

The initial interest accrual will stop on the date that ETF receives your LRE transaction.

### Key Points Regarding Prior Year Adjustments

- As a result of 2011 Act 32, most employee-required contributions should now be deducted on a pre-tax basis. You may report the corresponding pre-tax amounts after previously reporting the earnings by using a P029 action code.
- The [ONE Site](#) may be used to report Prior Year Adjustments (PYA) within the last seven years. PYAs from beyond seven years will still need to be submitted via [Employee Transaction Report \(ET-2533\)](#).
- **Compromise settlements** that result in payments to a current or former employee must first be reviewed by ETF to determine compliance with Wisconsin Administrative Code ETF 20.12. A compromise settlement is defined as a written, binding agreement between an employer and a current or former participating employee to settle a wage claim or a dispute involving an involuntary suspension or termination of employment. Examples of a compromise settlement are grievances, arbitration awards or court orders. You must submit a copy of the compromise settlement to ETF, to the attention of Jeff Miller, accompanied by an [Employee Transaction Report \(ET-2533\)](#) indicating the hours and/or earnings adjustment. Following ETF's review, you will receive written notification of the review results.
- ETF is an "add to" system. Please report the positive or negative adjustments and not the amount adjusted total.
- Since a PYA can likely result in an invoice bill or a credit it is very important to be sure the data you submit is accurate.
- ETF will call employers to assist in keying any paper PYA transactions submitted moving forward.

**Instructional Webcast:** [‘Prior Year Adjustments and Late Reported Earnings’](#) is an instructional webcast highlighting how to process PYA is viewable on our website at: [etf.wi.gov/webcasts.htm](http://etf.wi.gov/webcasts.htm) (select the Employers catalog).

**Employer Training:** ETF is pleased to announce employer training via webinar on ‘*Prior Year Adjustments and Late Reported Earnings*’. Please view the online course catalog for the webinar schedule and registration at [student.gototraining.com/1360y/catalog/109678767](http://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.

## Late Reported Earnings and WRS Account Update Instructions

1. Go to the ONE site at [etfonline.wi.gov/etf/internet/employer/one.html](http://etfonline.wi.gov/etf/internet/employer/one.html) and click on “**WRS Account Update**”.
  - Enter User ID and Password when prompted and click on “**Login**”.
  - Enter the Employer Number when prompted and click on “**Submit**”.
2. Click on “**Prior Year Transactions P027 or P029**”.
  - Select a year in which to report adjustments.
3. Enter and complete the following:
  - Employee Indicative Data
  - Coverage Data
  - Hours and Earnings
  - Contributions Deducted From Employee (if applicable)
4. Click “**Submit**”.
5. Click “**CONFIRM**”.
  - This will take you to the “LRE Confirmation Screen”.
  - You can print this screen for your records.
  - This will submit the report to ETF.

If you have questions, please call Employer Services toll free 1-877-533-5020 or 608-266-3285.

## Late Reported Earnings and Transaction Upload

There are two ways to create the necessary file for submission:

1. Create a TEXT file using the *Appendix A* from your payroll systems; or
2. Use an ETF Excel file (CSV formatted).

### To use ETF created file and upload it as a CSV file:

1. Go to [ONE site](#).
2. Click on “WRS Earnings Reconciliation Reports (Final)”.
3. Enter User ID and Password when prompted and click on “Login”.
4. Enter the Employer Number when prompted and click on “Submit”.
5. Choose the appropriate year after “Select the Year to View the Reports”.
6. Select “Contract settlement” and click on “Display”.
7. Click on “Export to Excel”.

## Fields Required for Transaction Upload

- Social Security Number (pre-filled)
  - Employer ID Number (pre-filled)
  - Report Date (pre-filled)
  - Transaction Identifier (pre-filled)
  - Action Code Trans Type (pre-filled P023 but can be changed to P027 or P029)
  - Action Date (pre-filled)
  - Employment Category (pre-filled)
  - Last Name (pre-filled)
  - First Name (pre-filled)
  - Calendar Year Hours
  - Calendar Year Earnings
  - Fiscal Year Hours
  - Fiscal Year Earnings
  - Additional Contributions Core if applicable
  - Additional Contributions Variable if applicable
  - Employer Paid Additional Core if applicable
  - Employer Paid Additional Variable if applicable
  - Pre-Tax EERC if paid by employee
9. Save file by choosing “**Save As**” and choose the type CSV (comma delimited) (\*.csv).

## Submission Process

1. Go to ONE site at <http://etfonline.wi.gov/etf/internet/employer/one.html>.
2. Click on “**WRS Transaction Upload**”
3. Enter User ID and Password when prompted and click on “**Login**”.
4. Enter the Employer Number when prompted and click on “**Submit**”.
5. Within “**Report to Upload**” click “**Browse**” and select the saved file. If you do not see a browse option with this title, please call Employer Services at 1-800-533-5020 (toll free).
6. Click on “**Upload**” - Report Submission screen will populate.
7. On the bottom of the Report Submission screen “**Check**” the User Agreement box.
8. Click “**Submit**”.

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) or 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 [etf.wi.gov/employers.htm](http://etf.wi.gov/employers.htm).