



Employer *Bulletin*

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Revised WRS Contribution and Insurance Premium Due Dates for myETF

The following information applies to all payroll cycles with a payroll check date of January 1, 2018 and later.

Effective January 1, 2018, Wisconsin Retirement System contribution due dates, as well as ETF-administered insurance premium due dates will be aligned for consistency between state and local employers. This will also allow for ease of administration in employer reporting via myETF Employer Online Services.

WRS contribution payments and ETF-administered insurance payments will be due **on or before the 24th of the month** for all state and local employers.

Note: It takes two business days to process payments, so employers must set up the payment prior to the due date. Should the 24th of the month fall on a Saturday, Sunday or federal (bank) holiday, the payment is due the following business day.

WRS Contribution Payment Due Date

Effective January 1, 2018, state and local employers' WRS contributions payments are due **on or before the 24th** of the month following the last pay date.

Note: This is a change for local employers.

Each monthly contribution payment is based on the WRS reportable earnings for the month based on "when paid" (not when earned). For example, earnings for the last pay period of December, if paid in January, should be included as part of the January contribution payment due on February 26, 2018. (February 24 is a Saturday).

If the payment is not made by the due date, Wis. Stat. §40.06 (3) requires that an interest charge be assessed at .04% and will appear on the next month's bill.

Payment Due Dates Beginning January 2018	
Pay Date Month	Premiums due from Employers to ETF
Month 2018	Following 24 th of next month, 2018

Should the 24th of the month fall on a Saturday, Sunday or federal (bank) holiday, the payment is due the following business day.

Health Insurance Premium Due Date

Effective January 1, 2018, state and local employers participating in the group health insurance program will pay premiums in the month of coverage. Health insurance premiums, for the month of coverage, will be due on the 24th of the month with electronic invoices generated and locked on the 15th of the month. Employers have from the 16th of the previous month to the 15th of the current month to reconcile their current month invoice. Premiums not paid by the 24th of the month will be assessed interest, which will appear on the next month's invoice.

Note: This is a change for local employers. Currently, local employers pay premiums one month in advance of the coverage month. Effective January 1, 2018, premiums will be due the month of coverage; therefore local employers can institute a premium holiday in December 2017, since premiums will no longer be due in advance of the coverage month.

Payment Due Dates Beginning January 2018		
Coverage Month	ETF Generates and Locks Employer Invoice	Premiums due from Employer to ETF
Month 2018	Month 15, 2018	Month 24, 2018

Should the 24th of the month fall on a Saturday, Sunday or federal (bank) holiday, the payment is due the following business day.

Income Continuation Insurance (ICI) Premium Due Date

Effective January 1, 2018, state and local employers participating in the Income Continuation Insurance (ICI) Program will pay premiums the month of coverage. ICI premiums for the month of coverage will be due on the 24th of the month, with electronic invoices generated on the 15th of the month. Employers have from the 16th of the previous month to the 15th of the current month to reconcile their current month invoice. Currently, the ICI Program relies on self-reporting; myETF provides the ability to track ICI enrollments and data. Effective January 2018, ETF will produce an invoice showing covered employees. Premiums not paid by the 24th of the month will be assessed interest, which will appear on the next month's invoice.

Note: This is a change for both non-STAR state agencies and local employers. Currently, non-STAR state agencies pay premiums for the previous month (in May they are paying for April) and local employers (currently on a premium holiday) pay premiums one month in advance (in May they are paying for June). Effective January 1, 2018, premiums will be due the month of coverage.

Payment Due Dates Beginning January 2018		
Coverage Month	ETF Generates and Locks Employer Invoice	Premiums due from Employer to ETF
Month 2018	Month 15, 2018	Month 24, 2018

Should the 24th of the month fall on a Saturday, Sunday or federal (bank) holiday, the payment is due the following business day.

Life Insurance Premium Due Date

Effective with January premium invoicing, state employers participating in the Wisconsin Public Employers Group Life Insurance Program will be invoiced by and pay premiums directly to Securian, the third-party administrator of the program. There is no change for local employers that currently pay Securian directly.

WRS Contributions	
Month of Coverage	State and Local Due
January	2/26/2018
February	3/26/2018
March	4/24/2018
April	5/24/2018
May	6/25/2018
June	7/24/2018
July	8/24/2018
August	9/24/2018
September	10/24/2018
October	11/26/2018
November	12/24/2018
December	1/24/2019

Health Insurance Contributions	
Month of Coverage	State and Local Due
January	1/24/2018
February	2/26/2018
March	3/26/2018
April	4/24/2018
May	5/24/2018
June	6/25/2018
July	7/24/2018
August	8/24/2018
September	9/24/2018
October	10/24/2018
November	11/26/2018
December	12/24/2018

ICI Premiums	
<i>Note: Local ICI will remain on a premium holiday, but must reconcile enrollments on a monthly basis.</i>	
Month of Coverage	State Due
January	1/24/2018
February	2/26/2018
March	3/26/2018
April	4/24/2018
May	5/24/2018
June	6/25/2018
July	7/24/2018
August	8/24/2018
September	9/24/2018
October	10/24/2018
November	11/26/2018
December	12/24/2018

Life Insurance Premiums	
<i>Note: Billing and payments will be handled directly by Securian.</i>	
Month of Coverage	State and Local Due
January	12/26/2017
February	1/24/2018
March	2/26/2018
April	3/26/2018
May	4/24/2018
June	5/24/2018
July	6/25/2018
August	7/24/2018
September	8/24/2018
October	9/24/2018
November	10/24/2018
December	11/26/2018

**Employers Please Note –
myETF Coming Soon**

To ensure a smooth transition to the 2018 myETF environment (the new benefit administration system) from the 2017 ONE environment on January 1, 2018, it is important for employers to make sure the reporting of employee information is up to date. Please refer to [Chapter 9 - Periodic Employee Transaction Reporting](#) in the *WRS Administration Manual* (ET-1127) for methods available for employee reporting. ETF also has an application available in the Online Network for Employers (ONE) that allows employers to generate a list of all employees who are currently active or have terminated employment in 2017. [Here is a direct link to the instructions for accessing this application.](#)

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