



Employer *Bulletin*

Employer Communication Center 608-266-3285

Toll-free: 1-877-533-5020

etf.wi.gov

Wisconsin Retirement System Employer Training Webinars: Winter 2018

The Department of Employee Trust Funds is offering employer training webinars focused on the Wisconsin Retirement System. All topics are relevant to reporting WRS information, but employers are not required to attend. Each training is about 60 minutes long. Live webinars are available. Visit the [online course catalog](#) to register for live webinars. [Recorded webinars](#) are also available for viewing.

This online web conferencing tool allows ETF to simultaneously deliver training throughout the State of Wisconsin. A webinar is an online, interactive presentation; all you need is a computer and headphones.

WRS topics include:

WRS Eligibility Determination

- Evaluate new or existing employees for WRS eligibility

What and How to Report to the WRS

- Process enrollments, descriptive changes, terminations, corrections and leave of absences
- Reporting retroactive hours, earnings, and employee required pre-tax
- How to correct errors from previous years
- WRS-reportable earnings and hours

Rehired Annuitants

- Required conditions for a rehired annuitant
- How to fill out the *Rehired Annuitant Form* (ET-2319)

Annual Reconciliation

- How to process an Annual Report

If you would like to attend a webinar, please view our [online course catalog](#) for the webinar schedule and registration.

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

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 email in the event of a change. Please view our [online course catalog](#) for the most current information and training schedule.

ETF is also offering [recorded webinars](#) that you can listen to at your own pace. **The recorded webinars are on the following topics:**

WRS Category Determination

- Employment categories for WRS eligible employees

WRS Additional Contributions

- Options for Additional Contributions

WRS Monthly Remittance

- Information on processing a Monthly Remittance Report

Annual Reconciliation (available in February)

- How to process an Annual Report

Webinar Technical Requirements can be found at [Citrix Online](#)

Contact Information

Please contact ETFDLRETEmployerTraining@etf.wi.gov with questions.

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 (local Madison). 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 at etf.wi.gov/employers.htm
