



Employer *Bulletin*

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etf.wi.gov

2018 Annual Reconciliation

The following information is to help employers prepare for the 2018 reconciliation process. Annual reconciliation is a time-sensitive project. Your assistance is required to ensure that your employees' Wisconsin Retirement System *Annual Statements of Benefits* (issued in April) are accurate and complete. It is critical that you are available during annual reconciliation to resolve reporting-related issues in a timely fashion.

Deadlines

- Verify your active employee roster – December 18
- Submit your Annual Report – January 31
- Select your *Statement of Benefit* Sort Option (if applicable) – February 28
- Submit your Distribution Code/Address Data (CDAD) file (if applicable) – March 8

What is Annual Reconciliation?

Reconciliation is the process by which ETF compares the total earnings reported on your twelve WRS *Monthly Remittance Reports* to the total earnings detail reported for each employee throughout the calendar year (e.g., terminations, leaves of absence and the annual report). Additional contributions remitted on the WRS *Monthly Remittance Reports* are also reconciled to any employee-paid additional and/or employer-paid additional contributions reported for your employees.

How To Prepare

Reviewing the reports available on the [ONE Site's](#) WRS Earnings Reports (On-going) will make the reconciliation process much more streamlined and less time-consuming. In order to get the most out of the review, we strongly encourage employers to read the [instructions](#) as well as view our [recorded Keeping Your Information Up-To-Date webinar](#), both of which explain the reports in great detail.

Submitting the Annual Report

All employers are required to report their active, WRS-participating employees' annual earnings and service hours detail electronically and must do so on or before the January 31 deadline. When this date falls on a Saturday, Sunday or holiday on which state offices are closed, the report is due on the last working day of the month.

Employers can submit their annual report either manually via the [ONE Site's](#) WRS Account Update application ([instructions](#)) or by uploading the information via the WRS Transaction Upload application ([instructions](#)).

Statement of Benefits Addresses

WRS employers are responsible for distributing the Wisconsin Retirement System *Annual Statements of Benefits* and *Explanation of Statement of Benefits* to their active employees. The statements, dated January 1, 2019, will be sent to you following completion of the reconciliation process.

If you would like the employees' addresses printed on their statements and/or the statements sorted in a specific manner for the purposes of distribution, please read and submit (if necessary) the [Statement Sort Option Selection \(ET-9061\) form](#) and include their addresses and/or distribution codes on your annual report. If including this detail on your annual report is not feasible, you can submit the data via a Distribution Code/Address Data (CDAD) file. CDAD file specifications and submissions instructions and deadlines can be found here on the [CDAD Specifications for the WRS Statement of Benefits \(ET-9060\) form](#).

Training

ETF will be offering interactive annual reconciliation and reporting training via both live and recorded webinar. A separate communication will be sent when these are available. Once announced, you can register for training sessions at ETF's [employer training page](#).

Additional Questions?

[Chapter 10](#) of ETF's [WRS Administration Manual \(ET-1127\)](#) describes all things related to annual reconciliation, and ETF's [annual reporting](#) webpage has a series of links dedicated to the process. Also, please feel free to call the Employer Communication Center at 1-877-533-5020 (toll free) or 608-266-3285 (local Madison) for assistance.

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