



EMPLOYER BULLETIN

Employer Communication Center
(608) 264-7900

Vol. 23, Local B
March 23, 2006

Repeat of WRS Regional Training Sessions – Spring 2006

Did you miss last fall's Wisconsin Retirement System (WRS) Employer Training sessions? The Department of Employee Trust Funds (ETF) is conducting free training sessions this spring for local government employers and school districts who were either unable to attend a session last fall, have new employees handling payroll, or have employees who want a refresher. Conducted by ETF staff, the sessions are scheduled in various cities around Wisconsin from mid-April through mid-May. Please note that separate sessions are scheduled for local government entities and school districts.

Training session dates and locations are listed at the end of this Bulletin.

Subject areas covered include determining employee WRS participation eligibility, rehired annuitants, employee transaction reporting, annual reporting and reconciliation and more. In addition, we will review all Extranet applications:

- Previous Service and Benefit Inquiry
- WRS Contributions Remittance
- WRS Account Update

In-session training activities will provide attendees a hands-on learning experience as well as a chance to interact with others whose job includes daily WRS operational duties. Feedback from the fall 2005 sessions indicated the training was extremely helpful for those responsible in determining eligibility and completing employee transaction reports.

Because class size is limited, pre-registration is required. The registration form is listed at the end of this bulletin. We will confirm your registration via e-mail (if available) or telephone. Register using one of the following methods:

- Fax the attached registration form to (608) 266-5801.
- Mail the attached registration form to:

Mary Pierick
Employer Education Officer
Department of Employee Trust Funds
P. O. Box 7931
Madison WI 53707-7931

- E-mail the information requested on the attached registration form to mary.pierick@etf.state.wi.us.
- Call Mary Pierick, Employer Education Officer, at (608) 266-0133.

Session Details

- Bring your *WRS Administration Manual* (ET-1127, REV 07/2004).
- Room temperatures fluctuate; a light sweater or jacket is recommended.
- Please note that separate sessions are scheduled for local government employers and school districts (who report teaching staff).
- There is no charge to attend.
- You are responsible for your own lunch.
- Register early; classroom size is limited.
- Priority will be given to employees we couldn't accommodate last fall and to newly hired employees responsible for WRS.

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- *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, hearing or visually impaired and need assistance, call (608) 266-0728 or TTY (608) 267-0676.*
- *We will try to find another way to get the information to you in a usable form.*

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<p><i>The ETF EMPLOYER BULLETIN is published by the Wisconsin Department of Employee Trust Funds. There are three editions: one for all employers, one for local employers with items just for their interest,</i></p>	<p><i>and one for state agencies. Questions should be directed to contact persons listed, or to the Division of Trust Finance & Employer Services. Call John Vincent at (608) 261-7942.</i></p>
<p><i>EMPLOYER AGENTS: This Bulletin may be copied 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 http://etf.wi.gov.</i></p>	

WRS Regional Training Sessions – Spring 2006

9:30 a.m. – 3:00 p.m.

Registration: 9:00 – 9:30 a.m.

City	Session for School Districts (Employer reporting Teaching Staff)	Sessions for Local Government Employees
Port Washington	Tuesday, April 18 City of Port Washington 365 North Wisconsin Street	Wednesday, April 19 City of Port Washington 365 North Wisconsin Street
Eau Claire	Tuesday, May 2 Chippewa Valley Technical College 620 West Clairemont Avenue	Wednesday, May 3 Chippewa Valley Technical College 620 West Clairemont Avenue
Madison	Wednesday, May 10 Department of Military Affairs 2400 Wright Street	Thursday, May 11 Department of Military Affairs 2400 Wright Street
Wausau	Tuesday, May 16 Northcentral Technical College 1000 W Campus Drive	Wednesday, May 17 Northcentral Technical College 1000 W Campus Drive
Appleton	Tuesday, May 23 Fox Valley Technical College 1825 North Bluemound Drive	Wednesday, May 24 Fox Valley Technical College 1825 North Bluemound Drive



STATE OF WISCONSIN
Department of Employee Trust Funds
 Eric O. Stanchfield
 SECRETARY

801 W Badger Road
 PO Box 7931
 Madison WI 53707-7931

1-877-533-5020 (toll free)
 Fax (608) 267-4549
 TTY (608) 267-0676
<http://etf.wi.gov>

REGISTRATION FORM
WRS Regional Training Sessions – Spring 2006

Complete the following information: (Photocopy this form to register additional attendees.)

Employer Name		EIN 69-036-
Address		
City	State	Zip Code

Attendee #1:

Name (First, Last)		Job Title
Telephone No. ()	Extension (If applicable)	Fax No. ()
E-mail Address		Number of months/years in present position
1st Preferred Session Location*		1st Preferred Session Date
2nd Preferred Session and Date		Extranet Applications you presently use: <input type="checkbox"/> Previous Service/Benefit Checks <input type="checkbox"/> WRS Account Updates <input type="checkbox"/> WRS Contribution Remittance

Attendee #2 (if applicable):

Name (First, Last)		Job Title
Telephone No. ()	Extension (If applicable)	Fax No. ()
E-mail Address		Number of months/years in present position
1st Preferred Session Location*		1st Preferred Session Date
2nd Preferred Session and Date		Extranet Applications you presently use: <input type="checkbox"/> Previous Service/Benefit Checks <input type="checkbox"/> WRS Account Updates <input type="checkbox"/> WRS Contribution Remittance

Class size is limited. Availability will be on a first-come, first-serve basis. However, those employers not accommodated last fall for training or newly hired employees with WRS responsibilities may be given preference.

Return this completed form to:

Mary Pierick
 Department of Employee Trust Funds
 PO Box 7931
 Madison, WI 53707-7931
 Phone: (608) 266-0133
 Fax: (608) 266-5801