



EMPLOYER BULLETIN

Employer Communication Center
(608) 264-7900, toll free 1-888-681-3952

Vol. 23, Local I
September 15, 2006

Fall 2006 WRS Regional Training Sessions

The Department of Employee Trust Funds (ETF) is conducting free training sessions this fall for local government employers and school districts. Conducted by ETF staff, sessions have been scheduled in seven Wisconsin cities from early October through the end of November. The sessions are excellent training opportunities for Wisconsin Retirement System (WRS) agents or payroll personnel responsible for eligibility determinations or reporting.

Note: There are separate sessions for local government entities and school districts. Attached to this *Bulletin* is a list of training dates and locations.

Subjects covered in the sessions include but are not limited to: determining employee WRS participation eligibility, rehired annuitants, employee transaction reporting, annual reporting and reconciliation. In addition, we will review all applications available through ETF's Online Network for Employers (ONE), formerly known as the Extranet:

- 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 last year's training indicated it was extremely helpful as a refresher course for those responsible for determining eligibility and completing employee transaction reports, and was a necessity for newly-hired employees responsible for WRS.

Because class size is limited, pre-registration is required. Please use the attached registration form. 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

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- 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 that must report on a fiscal year basis.
- 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 were unable to accommodate last fall and newly hired employees responsible for WRS functions.

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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 – Fall 2006

9:15 a.m. – 3:15 p.m.

Registration: 8:45 – 9:15 a.m.

City	Sessions for School Districts (Employers who report teaching staff)	Sessions for Local Government Employers
Fennimore	<i>Tuesday, October 3</i> Southwest Wisconsin Technical College 1800 Bronson Boulevard	<i>Wednesday, October 4</i> Southwest Wisconsin Technical College 1800 Bronson Boulevard
Appleton	<i>Tuesday, October 17</i> Fox Valley Technical College 1825 N. Bluemound Drive	<i>Wednesday, October 18</i> Fox Valley Technical College 1825 N. Bluemound Drive
Ashland	<i>Wednesday, October 25</i> Wisconsin Indianhead Technical College 2100 Beaser Avenue	<i>Thursday, October 26</i> Wisconsin Indianhead Technical College 2100 Beaser Avenue
Wausau	<i>Tuesday, October 31</i> Northcentral Technical College 1000 W. Campus Drive	<i>Wednesday, November 1</i> Northcentral Technical College 1000 W. Campus Drive
Madison *	<i>Tuesday, November 7</i> Employee Trust Funds, Madison Office 801 W. Badger Road	<i>Wednesday, November 8</i> Employee Trust Funds, Madison Office 801 W. Badger Road
Eau Claire	<i>Tuesday, November 14</i> Chippewa Valley Technical College 620 W. Clairemont Avenue	<i>Wednesday, November 15</i> Chippewa Valley Technical College 620 W. Clairemont Avenue
Waukesha	<i>Wednesday, November 29</i> Employee Trust Funds, Milwaukee Office Waukesha State Office Building 141 N. W. Barstow Street	<i>Thursday, November 30</i> Employee Trust Funds, Milwaukee Office Waukesha State Office Building 141 N. W. Barstow Street

* The Madison area training sessions will be recorded for viewing by employers at their convenience. Due to restrictions in room size and parking, we will limit the total number of trainees.



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 – Fall 2006

Complete the following information: (Please write legibly) Photocopy can be made for 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, 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