



EMPLOYER BULLETIN

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

Vol. 24, Local B
May 4, 2007

Wisconsin Public Employers Group Health Insurance Training Sessions - June 2007

The Department of Employee Trust Funds (ETF) is pleased to offer a new training opportunity for local government employers currently participating in the Wisconsin Public Employers (WPE) Group Health Insurance Program. This free training, set for six different dates in June, is based on suggestions from employers attending previous Wisconsin Retirement System (WRS) employer training sessions. Employers can choose to attend any one of the six four-hour sessions, which will be held at ETF's Madison office.

This training will also be available for viewing on ETF's Web site in the video library, for on-demand viewing.

Specific WPE Group Health Insurance Program training dates are listed at the end of this Bulletin. Subject areas to be covered include:

- Eligibility and Enrollment
- Due Dates and Effective Dates
- Loss of Coverage
- COBRA rights
- Applications and Forms
- Monthly Billing Reports

Training activities will provide attendees a hands-on learning experience as well as a chance to interact with others whose job includes WPE Group Health Insurance administration.

In addition, the Department plans to conduct other WPE Group Health Insurance training sessions on an on-going basis at locations throughout the state. Stay tuned for further announcements on training dates and locations.

Convenient Electronic Registration Now Available

Because class size is limited, pre-registration is required. Please register using one of the following methods:



Register electronically when viewing the *Bulletin* on our Web site, using the links embedded in the attached schedule.

- Mail or fax the attached registration form to:

Mary Pierick, Employer Education Officer
Department of Employee Trust Funds
P. O. Box 7931
Madison WI 53707-7931
Fax: (608) 266-5801

- 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

Registrations will be confirmed via e-mail or telephone.

Session Details

- Bring your *Local Health Insurance Employer Administration Manual* (ET-1144) revised 7/2005; and your 2007 *It's Your Choice* booklet (ET-2128).
- Room temperatures fluctuate; a light sweater or jacket is recommended.
- There is no charge to attend.
- Register early; classroom size is limited.

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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. We will try to find another way to get the information to you in a usable form.*

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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 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.

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>.

Wisconsin Public Employers (WPE) Group Health Insurance Training Sessions June 2007

Location: Department of Employee Trust Funds
801 West Badger Road, Room GB
Madison, WI

Time: 8:00 a.m. - 12:00 p.m.

Date	Electronic Registration
Tuesday, June 5	Click to register for this session 
Thursday, June 7	Click to register for this session 
Tuesday, June 12	Click to register for this session 
Thursday, June 14	Click to register for this session 
Tuesday, June 19	Click to register for this session 
Thursday, June 21	Click to register for this session 



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>



Class size is limited. Availability will be on a first-come, first-served basis.

REGISTRATION FORM
Wisconsin Public Employee (WPE) Group Health Insurance

Complete the following information: (Please write legibly) Photocopy 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 years/months in present position
1st Preferred Session Date		2nd Preferred Session Date

Attendee #2 (if applicable):

Name (First, Last)		Job Title
Telephone No. ()	Extension (If applicable)	Fax No. ()
E-mail Address		Number of years/months in present position
1st Preferred Session Date		2nd Preferred Session Date