



EMPLOYER BULLETIN

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

Vol. 24, Local E
August 30, 2007

• WRS Regional Training Sessions – Fall 2007

The Department of Employee Trust Funds (ETF) is once again conducting free Wisconsin Retirement System (WRS) employer training sessions for local government employers and school districts. This training is for employees new to WRS program administration as well as more experienced employees who want to focus on some of the more complex WRS issues. The sessions are set for various Wisconsin cities beginning in September. Please note that separate sessions are scheduled for local government entities and school districts.

Training session dates are listed at the end of this Bulletin, along with a map indicating the locations around the state.

Topics covered include:

- How to determine when employees are eligible to participate in WRS
- What you should know if you hire a WRS annuitant
- How to complete an employee transaction report for situations such as termination
- What you need to know about annual reporting and reconciliation
- How to use the following Online Network for Employers (ONE) Applications to make WRS administration easier:
 - ⇒ Previous Service and Benefit Inquiry
 - ⇒ WRS Contributions Remittance
 - ⇒ WRS Account Update
 - ⇒ Transaction Upload

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



Convenient Electronic Registration 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 acknowledged via e-mail or telephone with confirmation information sent just prior to the training.

Session Details

- Please bring your *WRS Administration Manual* (ET-1127, REV 07/2004).
- Room temperatures fluctuate – a light sweater or jacket is recommended.
- There is no charge to attend.
- Register early – classroom size is limited.

Session Map



WRS Regional Training Sessions – Fall 2007

9:15 a.m. – 3:15 p.m.

Registration: 8:45 – 9:15 a.m.

City	Date	Electronic Registration
Oak Creek (Milwaukee Area)	School District Training Tuesday, September 25, 2007	Click to register for this session 
Oak Creek (Milwaukee Area)	Local Employer Training Wednesday, September 26, 2007	Click to register for this session 
Wausau	School District Training Tuesday, October 9, 2007	Click to register for this session 
Wausau	Local Employer Training Wednesday, October 10, 2007	Click to register for this session 
Madison – ETF *	School District Training Tuesday, October 16, 2007	Click to register for this session 
Madison – ETF *	Local Employer Training Wednesday, October 17, 2007	Click to register for this session 
Grand Chute (Appleton Area)	School District Training Tuesday, October 30, 2007	Click to register for this session 
Grand Chute (Appleton Area)	Local Employer Training Wednesday, October 31, 2007	Click to register for this session 
Eau Claire	School District Training Tuesday, November 6, 2007	Click to register for this session 
Eau Claire	Local Employer Training Wednesday, November 7, 2007	Click to register for this session 
Madison – Military Affairs	School District Training Tuesday, November 13, 2007	Click to register for this session 
Madison – Military Affairs	Local Employer Training Wednesday, November 14, 2007	Click to register for this session 

* This training session may be a live web broadcast and recorded for later viewing by employers at their convenience. Due to restrictions in room size and parking, the total number of trainees will be kept small.



**STATE OF WISCONSIN
Department of Employee Trust Funds**

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 Retirement System Training – Fall 2007**

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 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

Return this completed form to:

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Department of Employee Trust Funds
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