



# Employer *Bulletin*

Employer Communication Center (608) 264-7900 Toll free: 1-888-681-3952 <http://etf.wi.gov>

## WRS Regional Training Sessions – Spring 2008

The Department of Employee Trust Funds (ETF) is 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 April. 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 report situations such as terminations and deaths
- 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 have more active learning to provide attendees with 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.



### **Online Self-Registration Now Available**

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

- Register electronically using our new self-registration program. Go to the Employer section of our Internet site, [etf.wi.gov/employers.htm](http://etf.wi.gov/employers.htm), and select the 2008 WRS Regional Training

### **INSIDE**

\* WRS Regional Training Sessions - Spring 2008

\* Online Self-Registration Now Available

\* Registration Form

Registration link. Select the preferred session, fill in your personal information and you are ready to go! Registrants will immediately receive either a confirmation of registration or, if the session is full, be asked if they would like to be placed on a waiting list.

- 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@eff.state.wi.us](mailto:mary.pierick@eff.state.wi.us)
- Call Mary Pierick, Employer Education Officer, at (608) 266-0133

An e-mail confirmation with detailed training information will be sent about a week prior to the training.

## Session Details

- Please bring your *WRS Administration Manual* (ET-1127, REV 03/2007).
- 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 – Spring 2008

**Training 9:15 a.m. – 3:15 p.m.**

*Registration: 8:45 – 9:15 a.m.*

| <b>City</b>                           | <b>Date</b>   |
|---------------------------------------|---|
| <b>Wausau</b>                         | <b>School District Training<br/>Tuesday, April 1</b>            |
| <b>Wausau</b>                         | <b>Local Employer Training<br/>Wednesday, April 2</b>           |
| <b>La Crosse</b>                      | <b>School District Training<br/>Tuesday, April 8</b>            |
| <b>La Crosse</b>                      | <b>Local Employer Training<br/>Wednesday, April 9</b>           |
| <b>Oak Creek</b><br>(Milwaukee Area)  | <b>School District Training<br/>Tuesday, April 15</b>           |
| <b>Oak Creek</b><br>(Milwaukee Area)  | <b>Local Employer Training<br/>Wednesday, April 16</b>          |
| <b>Rice Lake</b>                      | <b>School District Training<br/>Tuesday, April 22</b>           |
| <b>Rice Lake</b>                      | <b>Local Employer Training<br/>Wednesday, April 23</b>          |
| <b>Grand Chute</b><br>(Appleton Area) | <b>School District Training<br/>Tuesday, April 29</b>           |
| <b>Grand Chute</b><br>(Appleton Area) | <b>Local Employer Training<br/>Wednesday, April 30</b>          |
| <b>Grand Chute</b><br>(Appleton Area) | <b>Local &amp; School District Training<br/>Thursday, May 1</b> |
| <b>Madison</b>                        | <b>School District Training<br/>Tuesday, May 6</b>              |
| <b>Madison *</b>                      | <b>Local Employer Training<br/>Wednesday, May 7</b>             |

\* 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>



**REGISTRATION FORM**

*WRS Regional Training – Spring 2008*

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

*Complete the following information: (Please write legibly) Photocopy can be made for additional attendees.*

|                      |              |                       |
|----------------------|--------------|-----------------------|
| <b>Employer Name</b> |              | <b>EIN</b><br>69-036- |
| <b>Address</b>       |              |                       |
| <b>City</b>          | <b>State</b> | <b>Zip Code</b>       |

*Attendee #1:*

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

*Attendee #2 (if applicable):*

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

**Return this completed form to:**

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