



# Employer *Bulletin*

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

## Annual WRS Processing Coming Soon

It's not too early to begin thinking about the annual process of reconciling your employees' Wisconsin Retirement System (WRS) earnings as reported throughout the year (terminations) and on your year-end annual report to the earnings reported on your twelve monthly remittance reports. Earnings are reconciled by employment category.

Here are three things to keep in mind as you prepare for annual reconciliation:

- 1. Annual Processing Webpage** – The Department of Employee Trust Funds (ETF) has developed a webpage dedicated to Annual Processing on its Internet site at [http://etf.wi.gov/employers/annual\\_processing.htm](http://etf.wi.gov/employers/annual_processing.htm) that will provide you with links to many of the documents you need to complete your annual reconciliation. The link also contains a frequently asked questions (FAQ) section that provides a quick resource for answers to commonly posed questions from employers during the reconciliation process.
- 2. Designation of WRS Agent** – Please ensure that all information related to your designated WRS agent is up to date and properly filed with ETF. Annual reconciliation frequently requires that we speak with your **retirement contact**; therefore it is very important that this information is accurate. Any revisions to your agent or their contact information must be submitted to ETF via the *Designation of Agent* form (ET-1313). The form can be found on ETF's Internet site at [http://etf.wi.gov/publications/et1313\\_fillin.pdf](http://etf.wi.gov/publications/et1313_fillin.pdf).

Wis. Stat. § 40.03 (2) (j) requires that the governing body of each WRS participating employer designate an agent to act on its behalf in all matters pertaining to the WRS and all other ETF administered programs. Therefore, it is essential that you keep ETF updated as to your designated WRS agent along with their contact information.

- 3. Requesting Access to the Online Network for Employers (ONE)** – You are urged to request authorization for ONE's WRS Contribution Remittance, WRS Account Update, and WRS Previous Service & Benefit Inquiry applications. By using the WRS Contribution Remittance application you can electronically complete your WRS Monthly Remittance Report and submit payment through the ACH. Please contact Jim Krawczyk at (608) 266-3309 with any additional questions by January 10th.

Authorization for ONE's WRS Account Update requires that you complete an *Online Network for Employers Security Agreement* (ET-8928) and submit it to ETF. The approval process may take two to three weeks. The form is available online at <http://etf.wi.gov/publications/et8928.pdf>. Upon completion of form ET-8928, you may fax it to ETF at (608) 266-5801 to expedite the process.

Additional information regarding annual WRS reconciliation will be forthcoming in an *Employer Bulletin*. For more information on the contents of this bulletin or the WRS annual reconciliation process, please contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900.