



# Employer *Bulletin*

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

## Payment Instructions

We are pleased to announce that employers can now pay Income Continuation Insurance (ICI) premiums online. Log on to <http://etfonline.wi.gov/one.html>.

Please scroll to the "Applications" category and select "Income Continuation Insurance Payment". The ICI application payment process is the same as the health insurance payment process. The initial screen prompts you to complete the contract counts, total premium and employee paid portions categorized by regular and supplemental ICI. For complete instructions, please click on "Instructions".

For employers currently authorized to pay health insurance invoices online: You are also authorized to submit ICI payments online; no additional form is needed. Employers not participating in the ETF-administered Group Health Insurance program must complete the *Online Network for Employers Security Agreement* form (ET-8928) and check the "Insurance Premium Reporting" box. The *Security Agreement* can be found on ETF's Internet site at <http://etf.wi.gov/publications/et8928.pdf>.

**Note:** It is critical that employers retain the information sent to them confirming their access to the Online Network for Employers (ONE). The confirmation includes a PIN, which must be presented when contacting ETF with access questions.

Questions or requests for assistance should be directed to Rolanda Franklin at (608) 266-0781. We hope you will immediately begin using this payment method for submission of your ICI reports and payments.

ICI	Completion Date	Effective Date	Report Date
Annual Premium Update	March	March 1	March report due February 22, 2010
Annual Supplemental ICI Enrollment period - Use <i>ICI Application</i> (ET-2366)	Application received by February 1	March 1	March report due February 22, 2010

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## Annual ICI Premium Review and Update

Local employers offering ICI must annually update payroll records and calculate new monthly ICI premiums effective March 1, 2010. New premium rates are based on employees' 2009 average monthly WRS earnings (total earnings rounded to the next higher thousand and divided by 12) and their selected elimination period.

The updated premiums must be reflected in your March 2010 ICI payment due at ETF by February 22, 2010.

**Note:** If you submit your March 2010 ICI payment without making the premium adjustment, you must make the necessary adjustments, based on 2009 earnings, on your April 2010 premium payment due March 22, 2010. You will also need to make a correcting entry for the March report.

Use the following instructions to complete your review of ICI premiums. You may also refer to subchapter 403 of the *Wisconsin Public Employers Income Continuation Insurance Administration Manual* (ET-1145, rev. 12/2004).

1. Use each insured employee's WRS earnings for 2009. Estimated premiums should continue for newly hired employees, or for newly hired employees whose percentage of appointment changed, until a full year of WRS earnings is available.

Example:

- Employee starts WRS employment in July 2009 - use estimated salary.
- January 2010 Annual Adjustment - continue to use estimated salary.
- January 2011 Annual Adjustment - use previous calendar year (i.e., 2010) WRS earnings.

Similarly, if an employee had an authorized leave during the prior calendar year, gross premiums remain at the rate in effect prior to the leave until a full calendar year of WRS earnings is available.

2. Verify that you are reporting employees by their correct elimination period. (This can be accomplished by checking the most recent application for each employee.)
3. Use the guidelines listed in chapter 4 of the *Wisconsin Public Employers ICI Administration Manual* (ET-1145) to calculate the monthly premium for each employee and the employer contribution. The premium rates are unchanged from last year.
4. The resulting premium totals will be the amount paid and reported beginning February 22, 2010 (for March 2010 coverage) and ending January 20, 2011 (for February 2011 coverage).

## Supplemental ICI Open Enrollment Period Ends February 1, 2010

**Note:** Because January 30 falls on a Saturday in 2010, the enrollment period is extended to Monday, February 1.

Supplemental ICI provides optional coverage for annual earnings between \$64,000 and \$120,000. ICI covers annual earnings up to \$64,000. Supplemental ICI covers annual earnings up to \$120,000. The employee pays the entire supplemental premium. There is no partial supplemental coverage.

### 2010 ICI Premium Rates

ICI premium rates for 2010 remain at current levels.

For questions regarding this Employer Bulletin, please contact the Employer Communication Center at (608) 264-7900, toll free at (888) 681-3952 or via e-mail at [etf.descomm@etf.state.wi.us](mailto:etf.descomm@etf.state.wi.us).

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 the Wisconsin Relay Service at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). We will try to find another way to get the information to you in a usable form.

This *Employer Bulletin* is published by the Wisconsin Department of Employee Trust Funds. Questions should be directed to contact persons listed in the Bulletin, or to the Division of Retirement Services (DRS). Call Jean Gilding, DRS Administrator, at (608) 266-1210. Employer agents may copy this Bulletin 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 the following URL: <http://etf.wi.gov/employers.htm>

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