



# Employer *Bulletin*

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

## Electronic Distribution of 2011 *It's Your Choice* Booklets

The Department of Employee Trust Funds (ETF) continues to promote electronic distribution as the preferred method of providing the *It's Your Choice* (IYC) booklet during the *It's Your Choice* enrollment period this fall.

A growing number of employers are switching to electronic distribution. Among the advantages cited by employers: reduced labor, time, and mailing costs and significant reductions in the amount of paper waste. In addition, an online resource is also easier for members to search for and locate needed information. And finally, online books give ETF the ability to easily and quickly provide informational updates as soon as they occur.

We understand the concerns some employers have expressed regarding employees who do not have access to the Internet or a computer. One possible solution is to establish a computer kiosk in the workplace. A kiosk would enable employees to not only review the informational materials, but also enter their own enrollment changes, reducing keying errors and speeding up the process for everyone.

Please note that although we strongly encourage electronic distribution of the *It's Your Choice* booklets, we will work with your agency to ensure access to paper copies as needed.

Watch for an *Employer Bulletin* outlining details on the process and sample message to employees when electronically distributing the *It's Your Choice* booklet.

Please contact Gary Fox at (608) 266-6591 ([gary.fox@etf.state.wi.us](mailto:gary.fox@etf.state.wi.us)) or Brian Schroeder at (608) 266-7705 ([brian.schroeder@etf.state.wi.us](mailto:brian.schroeder@etf.state.wi.us)) no later than June 3, 2010, to discuss any questions or concerns.

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>

Wisconsin Department of Employee Trust Funds, P.O. Box 7931, Madison, WI 53707-7931; <http://etf.wi.gov>.

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