

Wisconsin Retirement System (WRS) Keeping your Information up-to-date

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In order to ensure a smooth transition from 2017 to the new myETF benefit administration on January 1, 2018, it is important for employers to make sure the reporting of employee information is up to date. The Department of Employee Trust Funds provides a list that is available for employers to export to excel to review and update information for their employees.

Wisconsin Department of Employee Trust Funds

ETF administers retirement, insurance and other benefit programs for state and local government employees and retirees of the Wisconsin Retirement System.

ETF is Going Virtual

Secure Online Appointments

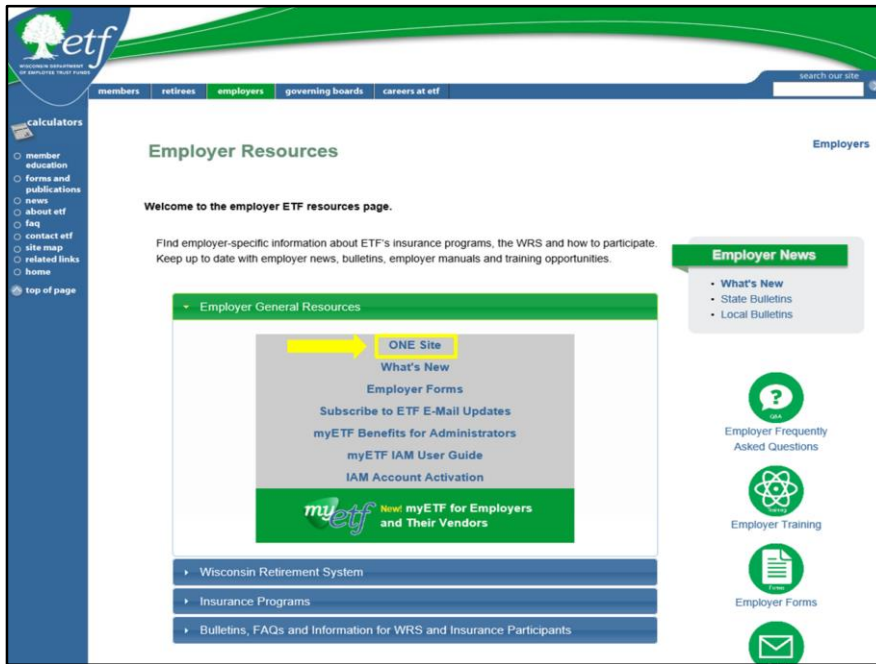
Meet with a WRS Benefits Specialist

There are three types of face-to-face appointments where members can learn about their WRS benefits, receive an explanation of their retirement estimate, WRS annuity options, the application process, and more:

What's New

- [Statement of Benefits: New Web Resources to Help Members](#)
- [ETF Discontinues Walk-in Appointments](#)
- [When Are Annuity Payments Available?](#)
- [ETF Announces Annuity Adjustments](#)
- [Initial Review of 2017-2019 State Budget Bill](#)
- [eLearning - Self-Insurance II: New Program Structure for 2018](#)
- [ETF Talks About Change to Self-Insurance](#)
- [Important ETF Phone Number Change](#)
- [ETF Mailing 1099-R Tax Statements](#)
- [W-2 Wage Statements](#)

Go to <http://etf.wi.gov/> and click on the Employers tab.



Click on the **ONE Site**.

**Employee Trust Funds (ETF)
On-line Network for Employers (ONE)**

Welcome to the Department of Employee Trust Funds On-line Network for Employers (ONE).
This is a way to retrieve historical data, keep employee information current and report monthly retirement contributions and payment.
ONE is an interactive internet application that is easy and convenient to use.

The [myETF Employer Payroll File Resource](#) is now available. All employers should begin reviewing the document's contents and planning for myETF's early 2018 launch.
Sign up now for a myETF Payroll File Resource webinar on the [myETF Employer Training web page](#).

Login and Password Support:
Email us at ETFOnLineHelp@etf.state.wi.us or call the Employer Communications Center (877) 533-9209 or (608) 266-3285 (locally). When calling for login and password support, if available, please have your PIN number.

For All Other Questions:
Call the Employer Communications Center (877) 533-9209 or (608) 266-3285 (locally).

Account Maintenance

[WRS Employers - Reset Password](#)
It is no longer necessary to contact ETF to reset your password.

[Email Contact Information Update](#)
Description: Provides employers a secure view of current employer contact information and the ability to update information to ensure proper administration of ETF benefit programs.

[Security Agreement, ET-890](#), Fax Number: (608) 267-3831.

Applications

[Previous Service and Benefit Inquiry](#)
Description: Allows employers to view historical information regarding their employees' WRS participation on-line. Assists in determining insurance program eligibility, WRS Eligibility Status and calculating supplemental sick leave credits (state agencies only).

[WRS Account Update](#)
Description: Provides employer with the ability to securely transmit account updates to ETF. The application includes WRS enrollments, descriptive data changes, and employee transactions.

[WRS Contribution Remittance Entry](#)
Description: Allows employers to transmit WRS Monthly Retirement Remittance Reports (ET-1515) to ETF and make payment through the banking ACH process.

[WRS Transaction Upload](#)
Description: Allows employers to upload and submit WRS reports to ETF.

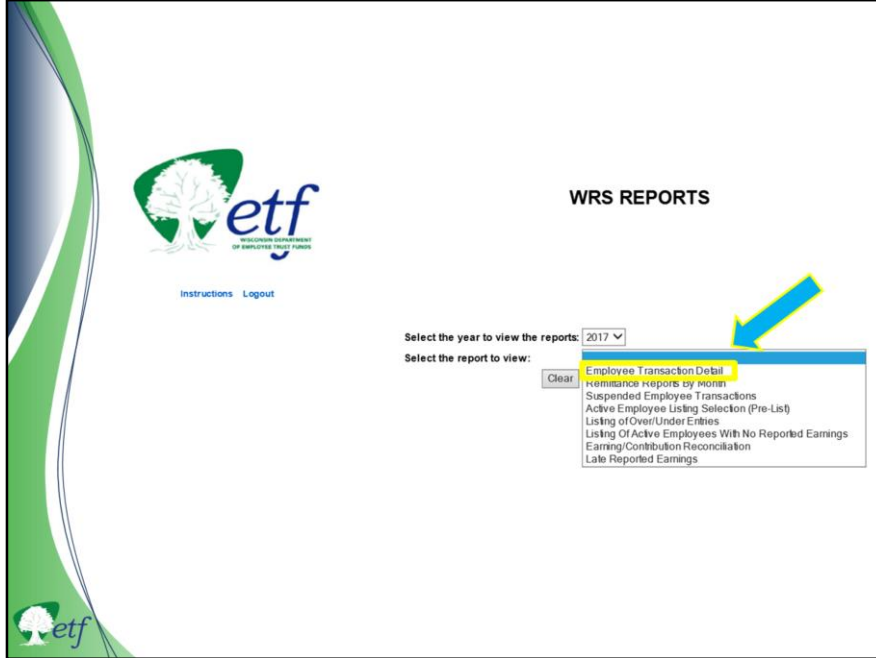
[WRS Earnings Reports \(On-going\)](#)
Description: Allows employers to view the WRS Transactions for open years. The application consists of eight reports including: Employee Transaction Detail, Remittance Reports By Month, Suspended Employee Transactions, Active Employee Listing Selection (Pre-List), Listing of Over/Under Entries, Listing of Active Employees With No Reported Earnings, Earning/Contribution Reconciliation, Late Reported Earnings.

Click on the **WRS Earnings Reports (On-going)**. You will be asked to login with your IAM username and password.



After logging in with your IAM username and password, you will see the above screen. Enter your seven-digit ETF employer identification number (no dashes).

*If you do not have a IAM username or need access, please fill out the On-Line Network for Employers Security Agreement ET-8928 form (<http://etf.wi.gov/publications/et8928.pdf>). This form can be found on our website on the Employers tab by clicking on the **Employer Forms** button on the right-hand side.



In the 'Select the year to view the reports' dropdown box choose **2017**.

In the 'Select the report to view' dropdown box choose **Employee Transaction Detail**.

The Employee Transaction Detail screen shows you the transactions that have been processed to ETF from the employer for the current year. Make sure that the information reported is correct. You have the option to export the information to Excel.

The ACT CD column will indicate the type of transaction processed. Every transaction an employer processes has a code that corresponds with it. Some examples of transactions include Enrollments (Act CD 60), Terminations (Act CD 01, 03, 04, 05, 06, 07, 08), Corrections to previous transactions (Act CD 81, 83), Leave of Absences (ACT CD 51, 54), Previous Year Transactions (Act CD 27, 29), etc. (The transaction Name and Address Change P031 will not show on this list).

- To find the codes for the transaction type, go to <http://etf.wi.gov/>, click on the **Employers** tab, **ONE Site**, then **WRS Account Update** (this is where you go to enter in transactions). The listing of the transaction types and corresponding codes will be found here.

If you do not see a transaction that you had process the previous day (everything processes overnight), check **Suspended Transactions** (found on the list in the Link To box at the bottom of the screen).



You can get to the Active Employee Listing Selection (Pre-List) by clicking on it in the **Link to** box at the bottom of the previous screen and choosing **Active Employee Listing Selection (Pre-List)** or you can go through the first steps and get back to the **WRS Earnings Reports (On-going)** main screen. In the 'Select the year to view the reports' dropdown box choose **2017**. In the 'Select the report to view' dropdown box choose **Active Employee Listing Selection (Pre-List)**.

The screenshot shows a web application interface for the Wisconsin Department of Employee Trust Funds (ETF). The page title is "WRS Active Employee Listing Selection 2017". On the left side, there is a large green and white logo featuring a tree and the letters "etf". Below the logo, there are links for "Instructions" and "Logout", and a "New EIN" button. The main content area contains a form with the following elements:

- A dropdown menu labeled "Select the report type to view the report:" with "Active Employee Listing" selected.
- Two buttons: "Clear" and "Display".
- A "Link To:" label followed by an empty dropdown menu.

The bottom left corner of the page features a smaller version of the ETF logo.

The WRS Active Employee Listing Selection 2017 screen provides you with a list of all the active WRS enrolled employees at your employer. In the 'Select the report type to view the report' dropdown box choose **Active Employee Listing**. Click **Display**.

The WRS Active Employee Listing Selection 2017 screen provides you with a list of all the active WRS enrolled employees at your employer. This list is updated every night to reflect the most recent transactions. Click **Export to Excel**.

** Please review this list and make sure if an employee is WRS eligible and should be enrolled, they are on this list. If they are not on the list, please be sure to process a Enrollment P060 transaction on the ONE site, WRS Account Update page. It should process overnight and this list should be updated the next day.

** Please review this list and make sure that if an employee terminated and is no longer active that they are not on this list. If they are on the list and should not be, please be sure to process a Termination transaction for them on the ONE site, WRS Accounts Update page. It should process overnight and this list should be updated the next day.

- If you do not see the transaction you processed reflected on the list, the transaction may have had an error. Check Suspended Transactions (**etf.wi.gov, Employers tab, ONE Site, WRS Earnings Report (On-going)**).

ETFSMBEmployerTraining@etf.wi.gov'. In the bottom left corner, there is a small logo with a tree and the letters 'etf'."/>

Questions

Call Employer Communications Center (877) 533-5020 option 2
or
Send an email to ETFSMBEmployerTraining@etf.wi.gov

Each employer is assigned a WRS case manager, if you have any questions, please contact your case manager. Or if you do not know who that is, please call our main number and an ETF case manager will be happy to help. Thank you!