

**Department of Employee Trust Funds**  
**WRS ONLINE NETWORK FOR EMPLOYERS USER MANUAL**

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**CHAPTER 1 – GENERAL INFORMATION**

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**100 Introduction**

Employers participating in the Wisconsin Retirement System (WRS) are able to use the Online Network for Employers to obtain previous service information, enroll their eligible employees in the WRS, transmit WRS Monthly Remittance reports while making the contribution payment to the Department of Employee Trust Funds (ETF) via an Automated Clearinghouse direct withdrawal, and submit employee termination information as well as annual service and earnings data needed to assist in the administration of the WRS and other benefit programs. Previously, employers were limited to contacting the ETF by telephone or faxing written requests to obtain previous service information and were required to submit paper documents to enroll their employees in the WRS, report descriptive data changes, and report service and earnings information.

**101 Purpose of Applications**

Access through the Online Network for Employers (ONE) provides more effective customer service and faster response to employers requesting benefit information. Employers will have the ability to securely transmit WRS information more accurately. The ONE applications allow employers to perform the following functions without contacting ETF offices:

- ✓ Determine an employee's previous WRS service dates for the purpose of determining their eligibility date for ETF administered insurances.
- ✓ Verify previous WRS participation of rehired employees to assist in the determination of current WRS eligibility.
- ✓ Determine WRS annuitant status.
- ✓ Determine WRS separation benefit information.
- ✓ Determine WRS creditable service for multiple employment categories for the state retiree supplemental sick leave program.
- ✓ Enroll a qualifying employee in the WRS.
- ✓ Remit WRS Monthly Contributions Report.
- ✓ Report termination dates with final hours and earnings amounts.
- ✓ Report annual hours and earnings information.

## 102 Who Should Read This User Manual?

This manual is distributed to all employers who have submitted an *Online Network for Employers Security Agreement (ET-8928)* to ETF and received authorization to access the applications. WRS participating employers should consult this manual for instructions in using the Online Network for Employers applications. In addition, information displayed on the specific application screens will help you use the various applications.

## 103 Technical Information

When accessing the available applications employers visit a secured application site. After entering a user ID and password to initiate a session, the application transmits a web page over a Secure Socket Layer (SSL) session and presents it in the browser.

### A. What is a Secure Socket Layer (SSL)?

SSL relies on the concept of a secure channel. This channel guarantees confidentiality by encrypting all messages that pass over it. SSL does not encrypt any information stored on either the client or server. SSL integrates security beneath application protocols such as HTTP, NNTP, and Telnet. SSL provides a security "handshake" to initiate a TCP/IP connection, resulting in the client and server agreeing to the security level used, and fulfilling any Digital ID authentication requirement for the connection.

### B. Browser Compatibility

The Online Network for Employers site is best viewed by browsers that support the capabilities of either:

- Mozilla Firefox 1.5
- Internet Explorer 5.5 or later

Obtain free downloads of either of these products:

- Mozilla Firefox  
<http://www.mozilla.com/firefox/>
- Internet Explorer <http://www.microsoft.com/windows/downloads/ie/getitnow.mspx>

## 104 Information Regarding the Online Network for Employers Site

Security measures are in place to provide necessary dates of WRS participating employment, employment category information, benefit application dates, creditable service, the ability to process WRS transactions, and remit monthly contributions. No information regarding a participant's WRS earnings, contribution amounts or beneficiary designations are accessible through these applications.

The Online Network for Employers (ONE) applications are intended for use by employers in the administration of the WRS and other ETF benefit programs. Participant information accessible through the ONE applications are confidential and criminal penalties can be assessed for offenses against computer data and programs. A copy of 943.70 Computer Crimes, Wis. Stats. appears as Appendix A of this Manual.

Information obtained through the ONE applications is not intended for use by participants or to assist participants in making retirement decisions. Please note that the WRS Previous Service and Benefit Inquiry applications do not provide complete participant information necessary in making important decisions regarding their WRS benefits.

## 105 Completion of the *Online Network for Employers Security Agreement*

An *Online Network for Employers Agreement* (ET-8928) must be submitted to ETF for each employee that an employer determines needs access to the Online Network for Employers (ONE) site. Employees have unique IDs specific to their employers. Access to the ONE site MUST NOT be shared among employees by using a common password.

The Security Agreement (for each authorized employee) must be completed as follows:

1. Employee:
  - a. Insert employee name, work phone number, and complete work address, including the zip code.
  - b. Sign and date the form in the space provided.
  - c. Insert the employee e-mail address.
2. Employer WRS Agent:
  - a. The Employer WRS Agent section of the security agreement must be completed in its entirety, including selecting each application of the total three selections for which authorization is being sought. If the WRS Account Update Application is selected, your employee will be authorized to perform all current update transactions and any that may be implemented in the future; further authorization will not be required.
  - b. The WRS Agent must approve the request to obtain access to the ONE site.

**NOTE:** The WRS Agent must sign and date the security agreement in the space provided even if they are the “employee” for whom access is being requested.
  - c. Submit the *Online Network for Employers Agreement* to ETF. When the Security Agreement is received it will be reviewed for completeness.
  - d. Once the ONE access approval process is complete, the employee will initially receive an e-mail acknowledging its receipt and approval. The e-mail will be

followed up with a U. S. Postal Service mailing to the employer address providing an initial password and personal identification number (PIN). This information will be sent to the employee's work address.