

CHAPTER 17 — BENEFITS

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Benefits may be available when a participating employee terminates employment, retires, becomes disabled, or dies. Prompt and accurate reporting of final service and earnings will help ensure that benefits are paid in a timely and accurate manner. Employees who have questions regarding their benefits should contact ETF's Call Center at (877) 533-5020.

1700 Employer Reporting Responsibilities

Report employees' final WRS hours and earnings, as well as the termination date, through the Online Network for Employers (ONE) or by using the *Employee Transaction Report* (ET-2533) as explained in Chapter 9. Refer to Chapter 2 for a more complete listing of WRS employer agent responsibilities.

If you participate in the Group Life Insurance Plan administered by ETF, submit a *Notice of Death* (ET-6301) for covered employees who die, or submit a *Disability Premium Waiver* (ET-5306) for covered employees who become disabled.

State agencies must certify sick leave on the *Accumulated Leave Certification* (ET-4306) for any employee who becomes disabled, dies, or retires (i.e., terminates after reaching age 55, age 50 for protective employees), if that employee participates in the State Group Health Insurance Program.

Refer to subchapter 1705 for instructions on ordering forms.

1701 Advising Employees or Survivors

When an employee terminates participating employment, plans to retire, or becomes disabled, the employee must be provided a *Request for Benefit Information* (ET-7301) to complete and mail to:

Department of Employee Trust Funds
P O Box 7931
Madison WI 53707-7931

When an employee dies, the survivors must be provided a *Request for Benefit Information* (ET-7301) to complete and mail to:

Department of Employee Trust Funds
P O Box 7931
Madison WI 53707-7931

Employees wishing to schedule a counseling appointment at one of our offices or talk to an ETF Benefit Specialist directly, may do so by contacting ETF at one of the phone numbers listed below.

Toll Free: (877) 533-5020
Madison: (608) 266-3285
Appointments: (608) 266-5717

Office locations are:

Madison:
801 W. Badger Road
Madison, Wisconsin 53702

Waukesha:
141 Northwest Barstow Street
Waukesha, Wisconsin 53186

1702 Benefit Presentations

Spring and fall presentations explaining the WRS and other ETF administered benefit programs are conducted at various locations around the state and may be available for viewing online at <http://etf.wi.gov>. The schedule of presentations is announced by *Employer Bulletin* and can be found at <http://etf.wi.gov>. Employees, spouses, employers, and any interested individuals are encouraged to attend one of the sessions. No reservations are required and no fees are charged. Employers wishing to host a presentation must be able to guarantee a minimum of 20-25 attendees; call (608) 261-0153 for more information.

NOTE: These presentations are benefit related only and do not include employer reporting instructions.

1703 Internet Site

For quick access to reporting forms, *Employer Bulletins*, benefit brochures and the latest information on WRS plans and programs, visit our internet site at <http://etf.wi.gov/>. You can also e-mail the Department via this site.

1704 Telephone Message Center

You can listen to pre-recorded messages on a variety of topics by calling the Telephone Message Center at (800) 991-5540 or (608) 264-6633 (local Madison).

The message center is available 24 hours a day, 7 days a week. A touch-tone phone is necessary to access this system.

1705 Publications

ETF has prepared several brochures explaining the various benefits. Samples are available to employers; however, employees and employers should contact ETF for copies as the publications are frequently updated. Several publications are routinely sent to employees by ETF.

| <u>Publications</u> | <u>How Distributed by ETF</u> |
|---|--------------------------------------|
| <i>Your Benefit Handbook</i> (ET-2119)* | Upon Request |
| <i>Investment Report</i> (ET-2124) | Upon Request |
| <i>Calculating Your Retirement Benefits</i> (ET-4107) | Upon Request |
| <i>Telephone Message Center</i> (ET-7348) | Upon Request |
| <i>Choosing An Annuity Option</i> (ET-4117) | Upon Request |
| <i>Tax Liability on WRS Benefits</i> (ET-4125) | Upon Request |
| <i>Information for Retirees</i> (ET-4116) | Upon Request |
| <i>Separation Benefits</i> (ET-3101) | Upon Request by Employee |
| <i>Disability Benefits</i> (ET-5102) | Upon Request |
| <i>How Participation in the Variable Trust Affects Your WRS Benefits</i> (ET-4930) | Upon Request |
| <i>Buying Creditable Service</i> (ET-4121) | Upon Request |
| <i>Additional Contributions</i> (ET-2123) | Upon Request |
| <i>Death Benefits</i> (ET-6101) | Upon Request |
| <i>Military Service Credit</i> (ET-4122) | Upon Request |
| <i>Impact on Benefits When Going from Full-Time to Part-Time Employment</i> (ET-2121) | Upon Request |
| <i>Group Life Insurance After You Terminate Employment</i> (ET-4104) | Upon Request and Annually in October |
| <i>Group Life Insurance for State and Local Employees of Wisconsin</i> (ET-2101)* | Upon Request and Annually in October |
| <i>Conversion Information for Group Life Insurance</i> (ET-2306)* | Upon Request |
| <i>It's Your Choice</i> (ET-2107)* (State of Wisconsin employees only) | Upon Request |
| <i>It's Your Choice</i> (ET-2128)* (Local employees only) | Upon Request |
| <i>Health Insurance Coverage After Retirement</i> (ET-4112) (State of Wisconsin employees only) | Upon Request |
| <i>State Medicare Plus \$100,000</i> (ET-4113) (State of Wisconsin employees only) | |
| <i>Income Continuation Insurance</i> (ET-2106)* (State of Wisconsin employees only) | |
| <i>Income Continuation Insurance</i> (ET-2129)* (Local employees only) | |

*Must be distributed by employers.

To order publications, choose one of the following methods:

- Call Supply and Mail Services at (608) 266-3302.
- Photocopy the list of publications and check (X) the title of the publications you desire and indicate the number of copies needed. Send the photocopy along with your Employer Name and Employer Identification Number to:

Department of Employee Trust Funds
Supply and Mail Services
P. O. Box 7931
Madison, WI 53707-7931

- Send us an e-mail or fill out the forms order page from ETF's internet site at <http://etf.wi.gov/>.
- You can also print off most of the publications from our internet site.

1706 Automated Telephone Service for Participants

ETF has a 24-hour automated telephone service for employees to use to request forms and brochures. Callers with a touch tone telephone can access ETF's self-service Interactive Voice Response (IVR) System. This toll-free service number is (877) 383-1888 or locally in Madison (608) 266-2323. Callers will not be able to speak to a person when using this system.