

CHAPTER 17 — BENEFITS

- 1700 Employer Reporting Responsibilities**
- 1701 Advising Employees or Survivors**
- 1702 Benefit Presentations**
- 1703 Internet Site**
- 1704 Telephone Message Center**
- 1705 Automated Telephone Service for Participants**
- 1706 Publications**

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 1706 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 or (877) 533-5020 ext. 65717

1702 Benefit Presentations

The schedule of presentations explaining the WRS and other ETF administered benefit programs 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 should call (608) 261-0153 for more information.

1703 Internet Site

For quick access to reporting forms, *Employer Bulletins*, informational brochures, forms, and the latest information on WRS plans and programs, visit our Internet site at <http://etf.wi.gov/>. You can also e-mail ETF by 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 (toll free) or (608) 264-6633 (local Madison). The message center is available 24 hours a day, seven days a week. A touch-tone phone is necessary to access this system. The informational brochure *Telephone Message Center* (ET-7348) lists all pre-recorded messages and is available on our website at <http://etf.wi.gov/>.

1705 Automated Telephone Service for Participants

ETF has a 24-hour automated telephone service for employees to use to request forms and brochures. WRS annuitants may also change their home mailing address or tax withholding election through this self-service line. A touch-tone phone is necessary to access this 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.

1706 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. Please visit the Publications tab on our website at <http://etf.wi.gov/> for a complete listing of publications.

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

*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 most of the publications from our Internet site.