

Department of Employee Trust Funds
WISCONSIN RETIREMENT SYSTEM ADMINISTRATION MANUAL

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 the Department of Employee Trust Funds' (ETF) Call Center at 1-877-533-5020 or 608-266-3285.

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 Program 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 through the Online Accumulated Sick Leave System (AcSL) 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. For instructions on completing a sick leave certificate, refer to the State Health Insurance Manual, Chapter 12.

Refer to subchapter 1706 for instructions on ordering forms.

1701 Requesting Benefit Information

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 1-877-533-5020 or 608-266-3285.

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 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.

Additionally our video library contains informational webcasts for WRS members and employers. A catalog of all webcasts and minimum technical requirements for viewing presentations are available in the video library information section.

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 etf.wi.gov. You can also e-mail ETF through this site.

1704 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 1-877-383-1888 or locally in Madison 608-266-2323. Callers will not be able to speak to a person when using this system.

1705 Pre-recorded Topics of Interest

Members and employers now have access to important current messages regarding a variety of ETF-administered benefits. These messages are available toll-free, 24 hours a day, seven days a week by calling ETF 1-877-533-5020 or 608-266-3285.

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 etf.wi.gov for a complete listing of publications.

Publications	ETF Distribution Mode
Your Benefit Handbook (ET-2119)*	Upon Request
Investment Earnings Distribution Report (ET-2124)	Upon Request
Calculating Your Retirement Benefits (ET-4107)	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:

- Send us an e-mail or fill out the forms order page from ETF's Internet site at etf.wi.gov.
- You can also print most of the publications from our Internet site.

1707 Sign Up for ETF E-mail Updates

ETF delivers *Employer Bulletins* and other employer announcements **exclusively** through ETF E-mail Updates. ETF E-mail Updates is an automated system that uses e-mail to notify interested parties about specific topics when new information is posted to ETF's website. When either a new *Employer Bulletin* or an employer announcement is available at etf.wi.gov, subscribers will receive an e-mail with a link to it. There is no charge to subscribe to this service.

All employer agents must follow the steps outlined below even if currently subscribed to ETF E-mail Updates. The topics agents will subscribe to are employer specific and allow for more extensive communication from ETF.

Though we encourage all employer agents to subscribe through the process below, we also suggest that your organization subscribe a shared, general e-mail address that may be accessed by others when an employer agent is unavailable. It is the employer agent's responsibility to maintain a working e-mail address in the ETF E-mail Updates system.

How to Subscribe:

1. Type <http://etf.wi.gov/employer-updates.htm> into your Internet browser.
2. Click on an *Employer Bulletin* link that represents a program your organization offers.
3. Enter your e-mail address and click the Submit button.
4. On the Success screen, click on Subscriber Preferences.
5. Select the Questions tab. This question will verify that your organization has fulfilled its responsibility by subscribing to the ETF E-mail Update system.
6. Select the organization you work for from the drop down menu.
7. Click Submit.

Local Employers: Repeat steps 1 through 3 above, selecting the Local Employer Bulletin for each ETF-administered program your organization offers. Local employers should **return** to "<http://etf.wi.gov/employers/etf-email-updates.htm>"<http://etf.wi.gov/employer-updates.htm>, as these topics **do not** appear in the Quick Subscribe page.

Prevent E-mails From Delivery to SPAM Folder:

Add etfwi@public.govdelivery.com to your e-mail address book to prevent Employer Bulletins from ending up in a SPAM folder. If you use a spam filter, add etfwi@public.govdelivery.com to the list of approved for delivery addresses (also known as a whitelist).