

## 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 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). 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. For more information on Sick Leave, refer to the *Sick Leave Credit Conversion Program* (ET-4132) brochure.

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

## 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](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.

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 Website

For quick access to employer training via recorded and live webinars, forms, *Employer Bulletins*, informational brochures and the latest information on WRS plans and programs, visit ETF at [etf.wi.gov](http://etf.wi.gov). You can also email ETF through this website.

## 1704 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](http://etf.wi.gov) for a complete listing of publications. Employer-specific publications are at [etf.wi.gov/publications/employer.htm](http://etf.wi.gov/publications/employer.htm).

## 1705 Sign Up for ETF E-mail Updates

ETF delivers *Employer Bulletins* and other employer announcements **exclusively** through ETF Email Updates. ETF Email Updates is an automated system that uses email 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](http://etf.wi.gov), subscribers will receive an email 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 Email Updates. The topics that 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 email address that may be accessed by others when an employer agent is unavailable. It is the employer agent's responsibility to maintain a working email address in the ETF Email Updates system.

How to Subscribe:

1. Type [etf.wi.gov/employer-updates.htm](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 email 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 Email 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 "[etf.wi.gov/employers/etf-email-updates.htm](http://etf.wi.gov/employers/etf-email-updates.htm)" [etf.wi.gov/employer-updates.htm](http://etf.wi.gov/employer-updates.htm), as these topics **do not** appear in the Quick Subscribe page.

**Prevent Emails from Delivery to SPAM Folder:**

Add **etfwi@public.govdelivery.com** to your email 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).

**Twitter users can keep in touch via** [https://twitter.com/wi\\_etf](https://twitter.com/wi_etf)