

CHAPTER 23 — WRS ONLINE NETWORK FOR EMPLOYERS (ONE)

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2300 Introduction

Employers participating in the Wisconsin Retirement System (WRS) are able to use the Internet to enroll their employees in the WRS, obtain previous service information, remit monthly WRS contributions, and transmit data needed to assist in the administration of the WRS and other benefit programs. In the past, employers had to contact the Department of Employee Trust Funds (ETF) by telephone, fax, written request or other methods in order to obtain or submit this information. The implementation of online update applications provides employers the ability to securely and efficiently transmit information directly to ETF, thereby eliminating potential delays or inaccuracies in the overall management of WRS participant accounts.

Accessing ETF's Online Network for Employers requires that the employer complete the *Online Network for Employers Security Agreement (ET-8928)* found in subchapter 2504 and return it to ETF using the address at the top of the form. Your authorized employee(s) will receive a LogonID, identifier codes, and a temporary password within a few weeks of submitting the application.

For more information about the Online Network for Employers (ONE) site, or if you have questions regarding the instructions for obtaining access to the ONE site, please contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900.

2301 Purpose of Internet Access Applications

Access through the Internet will provide superior customer service and permit faster response to employers requesting benefit information as well as providing quicker, more accurate transmission of WRS-related data.

Security measures are in place to provide necessary dates of WRS participating employment, employment category information, benefit application dates, creditable service and the ability to process a WRS enrollment and remit WRS *Monthly Retirement Remittance Reports (ET-1515)*. No information regarding a participant's

WRS earnings, contribution amounts or beneficiary designations are accessible through these applications.

The ONE site is intended for use by employers in the administration of the WRS and other ETF administered benefit programs. Participant information accessible through the ONE applications is of a confidential nature.

Information obtained through the ONE site 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 application does not provide complete participant information necessary in making important decisions regarding their WRS benefits.

2302 Technical Information

When using the WRS Previous Service Benefit Inquiry to determine eligibility or the WRS Enrollment Update to submit a WRS enrollment, employers visit a secured ONE site. The visit causes the ETF application to be invoked on the OS/390 host, which prompts the employer to enter a user ID and password initiating a user session. The ETF application then transmits an inquiry Web page over a Secure Socket Layer (SSL) session and presents it in the browser. Behind the inquiry page is a Java servlet that contains the business logic and components needed to access the Wisconsin Employee Benefit System (WEBS) DB2 database and control the session.

2303 Applications Currently Available

A. WRS Previous Service

When you hire a new employee and determine they are WRS eligible, the employee is then also eligible to participate in all ETF administered insurance programs in which the employer participates. These insurance programs may have different eligibility criteria and in most situations require employees serve a six-month qualifying period. The insurance eligibility criterion may also differ depending upon status as a State or Local employee. The Employer Administration Manual specific to each program provides details on the required qualifying period or deferred enrollment requirements.

Employer Identification Numbers (EINs), enrollment dates, termination dates, and employment categories for both State and Local employers display in the Previous Service portion of the screen. A message indicates the amount of State and/or Local WRS service the employee has, providing employers with the information needed to timely enroll their employees in the insurance programs.

NOTE: Capturing the history of WRS participation is complex, and in some situations the information provided to employers on the WRS Previous Service Benefit Information screen may not appear accurate. Detailed employment information is accurate if creditable service occurred after 1985. Detailed WRS information before 1985 was not captured in a manner to display details or accurately calculate for this application. The majority of the previous service information employers require is available for display. Staff from the Employer Communication Center can provide assistance when exceptions occur.

B. WRS Account Update

WRS Account Update includes several functions and will be implemented in phases beginning with the Enrollment Update function. WRS Account Update includes:

- Enrollment Update
Provides authorized users the ability to enroll eligible employees in the WRS via the Internet. The online Enrollment Update expedites processing through the overnight creation of an individual's WRS account.
- Descriptive Data Update
Allows authorized users the ability to complete some of the employee identification correction/change transactions currently reported on the *Employee Identification Correction Change* (ET-2810) form. Descriptive data updates that can be made online include changing an employee's name, employment begin date, gender, or employment category. The *Employee Identification Correction Change* form is still required to correct an employee's social security number with attached social security card, date of birth with attached certified copy of birth certificate, or the employer identification number or statement of benefits distributions code.
- Termination/Annual Update
Allows authorized users to submit termination, leave of absence and annual report data.
- Corrections to Current Year Update
Allows authorized users to make current year corrections to previously submitted termination and leave of absence data.

Access to the WRS Online Enrollment Application requires that ETF have an *Online Network for Employers Security Agreement* (ET-8928) on file authorizing Employee Account Updates (Refer to subchapter 2301).

C. WRS Contribution Remittance

NOTE: This application is NOT available to State agencies that make payments via WiSMART.

The WRS Contribution Remittance gives employers the ability to securely transmit WRS *Monthly Retirement Remittance Reports* (ET-1515) to ETF via the Internet. In addition, it allows employers to:

- Select a payment date or default to the statutory due date.

- Make the contribution payment to ETF via an Automated ClearingHouse (ACH) Direct Withdrawal.
- Print confirmation reports of the online Monthly Remittance Report.
- Reduce or eliminate reporting and/or calculation errors.
- Increase efficiency through more accurate data transmission and faster processing time.
- Eliminate late payment charges due to mailing delays.

ETF strongly encourages all employers, including employers currently using the telephone Interactive Voice Response (IVR) System, to migrate to the online WRS Contribution Remittance. Employers using the telephone IVR system to file their WRS *Monthly Retirement Remittance Reports* will discover that the new online application functions in much the same way. However, the online application is faster and easier to use.

Employers must submit an *Automated Clearing House (ACH) Direct Withdrawal Authorization (ET-1734)* with the *Online Network for Employers Security Agreement* to use the WRS Contribution Remittance application. The ACH form can be downloaded from the Employer Section of ETF's Web site at <http://etf.wi.gov>. Please attach your ACH authorization directly to the Security Agreement when submitting to ETF for authorization.

Access to the WRS Contribution Remittance Application requires that ETF have an *Online Network for Employers Security Agreement (ET-8928)* on file authorizing its use (Refer to subchapter 2301).

D. WRS Transaction Upload

The WRS Transaction Upload application allows employers to upload and submit WRS annual reports to ETF.

Transaction Upload replaces File Transfer Protocol (FTP) and diskette as the preferred method for electronic reporting of annual transactions. WRS Transaction Upload allows employers to run validation edits on their electronic annual files to ensure they meet the formatting specifications in Appendix A.

Employers currently authorized to use ONE's WRS Account Update, already have access to the WRS Transaction Upload application. No additional authorization is required. Employers that currently do not have access to ONE's WRS Account Update must complete and submit to ETF an *Online Network for Employers Security Agreement (ET-8928)*.

2304 Online Network for Employers Security Agreement (ET-8928)

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

ONLINE NETWORK FOR EMPLOYERS SECURITY AGREEMENT
 Wis. Stat. § 40.07 (1)

- I. **Employee:** Read the provision set forth below and complete your name, work address, work phone number, e-mail, signature and date below.

I understand that Security measures have been established to provide necessary inquiry and update abilities for the Wisconsin Retirement System (WRS). I agree to maintain the confidentiality of all information that I obtain through on-line access to WRS accounts. I understand that information in these accounts is not a public record and disclosure to any person or organization is absolutely prohibited.

I further understand that the Online Network for Employers is intended for use by employers to administer WRS and other Department of Employee Trust Funds (DETF) administered benefit programs and is not intended to provide information to members or to assist members in making retirement decisions. I also understand that the *Previous Service and Benefit Inquiry Application* is not intended to provide complete information to make important decisions regarding a member's WRS benefits.

I have read the provision set forth above. I understand that Wisconsin Statutes, § 943.70 provide criminal penalties for offenses against computer data and programs. Violation of this provision will result in termination of my on-line access to WRS active member accounts and/or termination of my Employer's on-line access to WRS active member accounts.		
Employee Name/Work Address/Work Phone Number:	DETF Security Administrator Use Only	
Employee Signature/Date:	Logon ID	DETF Security Administrator Signature/Date
Employee E-mail Address:		

- II. **Employer WRS Agent:** Certify that the above employee is authorized to gain access to the Online Network for Employers by completing the area below and checking those applications for which authorization is being given. Please notify DETF immediately if your authorized employee terminates or loses authorization.

- WRS Previous Service & Benefit Inquiry
 WRS Contribution Remittance
 WRS Account Update

(Caution: Authorization for the WRS Account Update application will enable your authorized employee(s) to perform any and all WRS account updates, including those implemented in the future. Additional authorization will not be required.)

I understand that Wisconsin Statutes, § 943.395, provide criminal penalties for knowingly making false or fraudulent claims on this form and hereby certify that, to the best of my knowledge and belief, the above information is true and correct. I certify that I am responsible for reporting information to the Wisconsin Retirement System.	
Employer Name:	Employer ID Number: 69-036-
WRS Agent Name:	Phone Number:
WRS Agent Signature:	Date:

- III. **DETF Security Officer:** Will issue each designated employee a Logon ID, password, and PIN to gain access to the system. Please allow two to three weeks to receive authorization and instructions for access.

2305 WRS Previous Service Checks (ET-1715)

Department of Employee Trust Funds
 Division of Trust Finance & Employer Services
 PO Box 7931 - Madison WI 53707-7931
 Fax: (608) 266-5801

WRS PREVIOUS SERVICE CHECKS

To verify previous Wisconsin Retirement System (WRS) service, complete the following information: your name/agency, phone number, fax, EIN, re: employee's name, Social Security Number, birthdate and date sent. Do not write in the ETF Review area, additional comments or completion date.

From: Name/Agency	Phone Number:	Fax:	EIN: 69-036-
Employee:	SSN:	Birthdate:	Date Sent:
ETF Review			
<input type="checkbox"/> No previous service. <input type="checkbox"/> Qualifying state service. ____ months. <input type="checkbox"/> Qualifying local service. ____ months. <input type="checkbox"/> Took a separation benefit on _____. <input type="checkbox"/> Is an annuitant: <input type="checkbox"/> WRS Termination date is _____. <input type="checkbox"/> Retirement Annuity application received by ETF on _____. <input type="checkbox"/> Retirement Annuity effective date is _____.			
Additional Comments:			Completion Date:

Employee:	SSN:	Birthdate:	Date Sent:
ETF Review			
<input type="checkbox"/> No previous service. <input type="checkbox"/> Qualifying state service. ____ months. <input type="checkbox"/> Qualifying local service. ____ months. <input type="checkbox"/> Took a separation benefit on _____. <input type="checkbox"/> Is an annuitant: <input type="checkbox"/> WRS Termination date is _____. <input type="checkbox"/> Retirement Annuity application received by ETF on _____. <input type="checkbox"/> Retirement Annuity effective date is _____.			
Additional Comments:			Completion Date:

Employee:	SSN:	Birthdate:	Date Sent:
ETF Review			
<input type="checkbox"/> No previous service. <input type="checkbox"/> Qualifying state service. ____ months. <input type="checkbox"/> Qualifying local service. ____ months. <input type="checkbox"/> Took a separation benefit on _____. <input type="checkbox"/> Is an annuitant: <input type="checkbox"/> WRS Termination date is _____. <input type="checkbox"/> Retirement Annuity application received by ETF on _____. <input type="checkbox"/> Retirement Annuity effective date is _____.			
Additional Comments:			Completion Date:

ET-1715 (REV 06/2005)