

CHAPTER 6 – EMPLOYEE’S INDIVIDUAL WRS ACCOUNT

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600 Creating an Individual WRS Account

Creation or reactivation of an individual’s Wisconsin Retirement System account requires that an enrollment be completed for each eligible employee. An enrollment must be completed and submitted to the Department of Employee Trust Funds by the employer agent within 10 days of an employee becoming eligible. A WRS enrollment:

- creates an employee (participant) account at ETF;
- adds the employee to the employer’s Annual Employee Listing Selections;
- meets initial eligibility requirements for insurance enrollment; and
- reactivates an employee’s existing WRS account when rehired or reinstated.

A late enrollment may cause a benefit from previous WRS-covered employment to be paid in error, as well as delay application processing for ETF-administered insurances.

601 Methods Available for Reporting WRS Enrollments and Correcting or Updating WRS Enrollment Information

Employers can submit WRS enrollments and corrections/changes to employee descriptive data by using the following methods:

A. Online Network for Employers (ONE):

Once authorized for ONE access, employers can use the ‘WRS Account Update’ application to create an eligible employee’s individual WRS account, reactivate an inactive WRS account and update or correct the account’s descriptive data fields, such as name and/or address, employment begin date, gender and/or employment category. Refer to subchapter 604 for instructions and Chapter 23 for further information regarding the ONE.

B. File Transfer Protocol (FTP):

An electronic version of the *Electronic Reporter Transmittal* (ET-2536) must accompany FTP files. Refer to Appendix A for FTP data description and formatting requirements.

602 Completing the P060 WRS Enrollment Entry Using the ONE

This section provides instructions on completing the P060 Enrollment Entry transaction using the 'WRS Account Update' application on the Online Network for Employers (ONE) site. A sample copy of the screen is in subchapter 603. Complete the P060 Enrollment Entry using the following instructions:

#	Item Name	When Completing WRS Enrollment Form
1	If the employee you are enrolling is receiving a WRS annuity . . .	An enrollment is not completed in this situation. A <i>Rehired Annuitant Form</i> (ET-2319) must be completed. Refer to Chapter 15 for further information.
2	Employer Indicative information	Automatically pre-filled - employer number, name, agent's name and title.
3	Report Date	The current date is automatically pre-filled with the current date.
4	Social Security Number (SSN)	Obtain the SSN directly from the employee's Social Security card. The SSN becomes the employee account number for ETF. Accuracy here is extremely important.
5	Employee First, Middle Initial and Last Name	Enter the complete name as it appears on the Social Security card or birth certificate. Enter the first name, middle initial and last name.
6	Address	Enter the employee's complete permanent home address. Upon submission, the address is verified with the U.S. Postal Service and you may be asked to accept this corrected address.
7	Birth date	Enter the date as it appears on the birth certificate. Birthdates are used for benefit entitlement calculations. The member may encounter difficulty when applying for a benefit if this date is not reported accurately.
8	Gender	Enter "M" for male or "F" for female
9	WRS Participation Date (MM/DD/YYYY)	Enter the date WRS eligible employment began with you. Refer to Chapter 3 for determining eligibility. For most employees, this will be their first day worked.
10	Employment Category	Determine the appropriate Employment Category from the categories listed in subchapter 401. Category determination must be based on duties performed by the employee and not licenses or certifications.
11	Submit	Select submit.
12	Confirm	Review the data entered for accuracy and select confirm to complete the enrollment. Make a copy for your records.

603 Sample P060 WRS Enrollment Entry Screen on the ONE

The numbers coinciding with the fields on the screen refer back to subchapter 602



Wisconsin Retirement System (WRS) P060 WRS Enrollment Entry Form

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If the employee you are enrolling is receiving an annuity from WRS, please refer to the WRS Administration Manual Chapter 15 for specific instructions.

[Click here to view the manual.](#)

Employer Information

Employer: Report Date:

Agent Title:

Agent Name:

Employee's Indicative Data

Social Security Number:

First Name, Middle Initial:

Last Name:

Address:

City, State, Zip:

Date of Birth: (mm/dd/ccyy)

Gender: (M or F)

Coverage Data

WRS Participation Begin Date: (mm/dd/ccyy)

Employment Category:

Please select one
30 General Employment
31 Court Reporter

604 Codes for Correcting Enrollment Information

Should it be necessary to correct or change information reported to ETF through the WRS enrollment process, use either the Online Network for Employers (ONE) site or File Transfer Protocol (FTP) reporting. A P030 and P032 will require submission of the *Employee Identification Correction/Change* (ET-2810) (paper) form.

Table 6.1 – Employee Identification Correction/Change Codes

Code	Corrects	Description
P030	Social Security Number*	Social Security Numbers (SSN) are used by ETF as the major identifier for participant records. Ensure it is correct on all forms. Only the <i>Employee ID Correction/Change</i> (ET-2810) form can be used to correct the SSN by completing the required fields as listed in Table 6.2. Note: Requires paper reporting.
P031	Name/ Address	To correct or change a name or address, use the WRS Account Update application on the ONE system, filling in the required fields as listed in Table 6.2.
P032	Birth date** (Verification Required, Certified Copy of Birth Certificate)	Date of birth is crucial in computing benefits and is used by ETF as the second identifier (in addition to the SSN) to further identify a participant's record. Only the <i>Employee ID Correction/Change</i> (ET-2810) form can be used to correct the date of birth by completing the required fields listed in Table 6.2. A certified copy of their birth certificate must be attached, which will be returned to the employee upon request. Refer to subchapter 605 for additional information on documentation requirements. ** Note: Requires paper reporting.
P033	Employment Begin Date	It is critical that WRS records reflect the participant's correct employment begin date. To correct a begin date, use the WRS Account Update application on the ONE system, filling in the required fields as listed in Table 6.2. Attach an explanation for the change.
P036	Gender	To correct the employee's Gender Indicator, use the WRS Account Update application on the ONE system 6.2

* P030 (Social Security Number Correction): Under federal regulations individuals requested to furnish their Social Security numbers are to be informed that disclosure of such number is required under policies established pursuant to the authority of Wis. Stat. §40.03 (2) (h). The number is used to maintain a record of contributions as well as for required reports to the Federal Internal Revenue Service.

** P032 (Birth date Correction): In the event an employer indicates they made an error in reporting the date of birth during the enrollment process, refer to subchapter 605 for the Vital Records policy that establishes standards for the type, quantity, and priority of documents that ETF will accept in verifying an employee's date of birth.

605 Vital Records and Age Verification Policy

The Vital Records and Age Verification Policy establishes enterprise standards for the type, quantity and priority of documents that ETF will accept in verifying employee date of birth and for any benefits administration purpose, including age verification.

Note: The documents listed do not represent a comprehensive list of all documents that adequately evidence an individual's date of birth. If other documents are provided by the employee to confirm their date of birth, ETF may determine whether they are acceptable.

Vital Records

Vital Records Include:

- Birth Certificates
- Marriage Certificates
- Death Certificates
- Divorce or Annulment Certificates

For records originating from the State of Wisconsin, ETF will only accept *certified* copies of vital records from the State of Wisconsin pursuant to the requirements set forth in Wis. Stat. § 69.24.

Note: ETF cannot accept photocopies, faxes, electronic copies or other reproductions of certified State of Wisconsin vital records, unless the copies are marked "For Administrative Use Only" and are sent to ETF directly from employers in furtherance of the proper administration of benefits. ETF can also copy a certified copy if stamped "For Administrative Use Only" and is used only internally for administrative purposes. ETF shall then return the original to its owner. For records originating from other jurisdictions, ETF may accept copies (including faxes, photocopies, and electronic copies) of vital records from other states, territories, and other jurisdictions. Employees are expected to follow the laws governing copies of vital records in their respective jurisdictions.

Age Verification

Only one document is required from the following preferred list of documents. If the employee does not have any of the documents in the preferred list, the employee may submit two documents from the list of Alternative Documents in this policy.

Preferred Document List (One Required):

- Birth Certificate
- Current U.S. Passport
- Hospital Birth Record
- Naturalization (citizenship) certificate
- Current Resident Alien Card
- Permanent Resident Card

Alternative Documents List (Two Required): Any two of the following alternative documents may be used to establish date of birth in lieu of the documents in the preferred list above.

- School Record
- Child's Birth Certificate showing parent's date of birth
- Signed statement by the physician, midwife, or other certified health professional who was in attendance at birth
- Immigration Record
- Bible or other family record
- Other hospital chart/record
- Insurance policy
- Current Foreign Passport
- Marriage Certificate
- Labor Union or Fraternal Records
- Divorce or Annulment Certificate
- Driver's Permit or Driver's License
- Voter Registration
- State, Federal, or Tribal Census Record
- Employment Record
- Alien Registration Card
- Military Record
- Adoption Record
- State Identification Card
- School Identification Card
- US Governmental Employee Identification Card
- State Employee Identification Card

606 Completing a Correction on the ONE

Subchapter 607 provides a sample of a P033 Employment Begin Date Change on the Online Network for Employers (ONE) site. Please note that the boxed numbers on the sample form correspond to the numbers in the table below. Required fields for each correction type are indicated in Table 6.2, with the letter R.

Table 6.2 – Employee Identification Correction/Change - Field Requirements

This section provides required fields (indicated with an R) for transactions on the ONE and on the *Employee ID Correction/Change* (ET-2810) form. Asterisk after the code denotes paper reporting only.

Fields	Account Correction Codes	
	P030*	P032*
1. Report Date*	R	R
2. Social Security Number (Correct)	R	R
3. Social Security Number (Incorrect)*	R	
4. Employee Name (First, Middle, Last)	R	R
5. Former Name*		
6. Address		
7. Date of Birth (Correct)	R	R
8. Gender	R	R
9. Employment Begin Date		
10. SOB Code*		
11. ETF Employer No. (Incorrect)*		
12. RETF Employer No. (Correct)*	R	R
13. Employer Name*		
14. Employment Category (Incorrect)		
15. Employment Category (Correct)	R	R
16. Account Correction (Check Box)*	R	R
17. Signature & Title of Agent/Date*	R	R

R = Required Field

* Used in paper reporting only

607 Sample P033 Employment Begin Date Change Entry on the ONE

The numbers coinciding with the fields on the screen refer back to subchapter 606.



Wisconsin Retirement System (WRS) P033 Employment Begin Date Change Entry Form

[Account Updates Menu](#) [New EIN](#) [Logout](#)

Please refer to the WRS Administration Manual for specific instructions.
[Click here to view the manual.](#)

Employer Information

Employer: _____ Report Date:

Agent Title: _____

Agent Name: _____

Employee's Indicative Data

Social Security Number:

First Name, Middle Initial: _____

Last Name:

Date of Birth: (mm/dd/ccyy)

Gender: (M or F)

Coverage Data

WRS Participation Begin Date: (mm/dd/ccyy)

Employment Category:
Please select one
30 General Employment
31 Court Reporter