

# Wisconsin Retirement System

## Online Network for Employers (ONE) User Manual



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**Department of Employee Trust Funds**  
**WRS ONLINE NETWORK FOR EMPLOYERS USER MANUAL**

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**CHAPTER 1 – GENERAL INFORMATION**

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**100 Introduction**

Employers participating in the Wisconsin Retirement System (WRS) are able to use the Online Network for Employers to obtain previous service information, enroll their eligible employees in the WRS, transmit WRS Monthly Remittance reports while making the contribution payment to the Department of Employee Trust Funds (ETF) via an Automated Clearinghouse direct withdrawal, and submit employee termination information as well as annual service and earnings data needed to assist in the administration of the WRS and other benefit programs. Previously, employers were limited to contacting the ETF by telephone or faxing written requests to obtain previous service information and were required to submit paper documents to enroll their employees in the WRS, report descriptive data changes, and report service and earnings information.

**101 Purpose of Applications**

Access through the Online Network for Employers (ONE) provides more effective customer service and faster response to employers requesting benefit information. Employers will have the ability to securely transmit WRS information more accurately. The ONE applications allow employers to perform the following functions without contacting ETF offices:

- ✓ Determine an employee's previous WRS service dates for the purpose of determining their eligibility date for ETF administered insurances.
- ✓ Verify previous WRS participation of rehired employees to assist in the determination of current WRS eligibility.
- ✓ Determine WRS annuitant status.
- ✓ Determine WRS separation benefit information.
- ✓ Determine WRS creditable service for multiple employment categories for the state retiree supplemental sick leave program.
- ✓ Enroll a qualifying employee in the WRS.
- ✓ Remit WRS Monthly Contributions Report.
- ✓ Report termination dates with final hours and earnings amounts.
- ✓ Report annual hours and earnings information.

## 102 Who Should Read This User Manual?

This manual is distributed to all employers who have submitted an *Online Network for Employers Security Agreement (ET-8928)* to ETF and received authorization to access the applications. WRS participating employers should consult this manual for instructions in using the Online Network for Employers applications. In addition, information displayed on the specific application screens will help you use the various applications.

## 103 Technical Information

When accessing the available applications employers visit a secured application site. After entering a user ID and password to initiate a session, the application transmits a web page over a Secure Socket Layer (SSL) session and presents it in the browser.

### A. What is a Secure Socket Layer (SSL)?

SSL relies on the concept of a secure channel. This channel guarantees confidentiality by encrypting all messages that pass over it. SSL does not encrypt any information stored on either the client or server. SSL integrates security beneath application protocols such as HTTP, NNTP, and Telnet. SSL provides a security "handshake" to initiate a TCP/IP connection, resulting in the client and server agreeing to the security level used, and fulfilling any Digital ID authentication requirement for the connection.

### B. Browser Compatibility

The Online Network for Employers site is best viewed by browsers that support the capabilities of either:

- Mozilla Firefox 1.5
- Internet Explorer 5.5 or later

Obtain free downloads of either of these products:

- Mozilla Firefox  
<http://www.mozilla.com/firefox/>
- Internet Explorer <http://www.microsoft.com/windows/downloads/ie/getitnow.mspx>

## 104 Information Regarding the Online Network for Employers Site

Security measures are in place to provide necessary dates of WRS participating employment, employment category information, benefit application dates, creditable service, the ability to process WRS transactions, and remit monthly contributions. No information regarding a participant's WRS earnings, contribution amounts or beneficiary designations are accessible through these applications.

The Online Network for Employers (ONE) applications are intended for use by employers in the administration of the WRS and other ETF benefit programs. Participant information accessible through the ONE applications are confidential and criminal penalties can be assessed for offenses against computer data and programs. A copy of 943.70 Computer Crimes, Wis. Stats. appears as Appendix A of this Manual.

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

## 105 Completion of the *Online Network for Employers Security Agreement*

An *Online Network for Employers Agreement* (ET-8928) must be submitted to ETF for each employee that an employer determines needs access to the Online Network for Employers (ONE) site. Employees have unique IDs specific to their employers. Access to the ONE site MUST NOT be shared among employees by using a common password.

The Security Agreement (for each authorized employee) must be completed as follows:

1. Employee:
  - a. Insert employee name, work phone number, and complete work address, including the zip code.
  - b. Sign and date the form in the space provided.
  - c. Insert the employee e-mail address.
2. Employer WRS Agent:
  - a. The Employer WRS Agent section of the security agreement must be completed in its entirety, including selecting each application of the total three selections for which authorization is being sought. If the WRS Account Update Application is selected, your employee will be authorized to perform all current update transactions and any that may be implemented in the future; further authorization will not be required.
  - b. The WRS Agent must approve the request to obtain access to the ONE site.

**NOTE:** The WRS Agent must sign and date the security agreement in the space provided even if they are the “employee” for whom access is being requested.
  - c. Submit the *Online Network for Employers Agreement* to ETF. When the Security Agreement is received it will be reviewed for completeness.
  - d. Once the ONE access approval process is complete, the employee will initially receive an e-mail acknowledging its receipt and approval. The e-mail will be

followed up with a U. S. Postal Service mailing to the employer address providing an initial password and personal identification number (PIN). This information will be sent to the employee's work address.

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**CHAPTER 2 – ACCESSING THE ONLINE NETWORK FOR EMPLOYERS SITE**

- 200 ONE Access Instructions**
- 201 Application Logon Instructions**
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**200 ONE Access Instructions**

The address for the Department of Employee Trust Fund's (ETF) Online Network for Employers (ONE) site is:

<http://etfonline.wi.gov/one.html>

Expedite access to the site by making the address a "Favorite." Use of the ONE site ensures additional security for any information requested or submitted.

The site has the following applications available:

- *Previous Service and Benefit Inquiry*
- *WRS Account Update*
- *WRS Contribution Remittance Entry*
- *WRS Transaction Upload*

**201 Application Logon Instructions**

Once you have accessed the Online Network for Employers site, log on to the desired application (refer to subchapter 200) by completing the following steps:

1. Select the desired Application.
2. Key your logon ID,
3. Tab to Password field and key your Password,
4. Select OK
5. Enter your 7 digit Employer Identification Number (e.g. 4321000)
6. Select Submit.

**202 Resetting Password**

The password is your key to secure applications and must remain CONFIDENTIAL. Please select a password that you can remember but that others will not easily guess.

**Password Rules:**

- Must be minimum 7 characters and maximum 20 characters long.
- Cannot use username or user ID in the password.

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- Cannot repeat old/previous 8 passwords.
- Cannot match any of your last eight (8) passwords.
- Should contain 3 of the 4 valid character types:
  - Uppercase alphabetic letters (A-Z)
  - Lowercase alphabetic letters (a-z)
  - Numerics (0-9)
  - Special (% \* \ ~! @ # \$ ^ \_ + { } : ' , / & < >)

Should you have any reason to believe your password has been compromised, change it at once using the 'Reset Password' link on the ONE page and notify the ETF Help Desk at (608) 264-9181 or (866) 843-9724.

In order to reset your password, double click on the 'WRS Employers – Reset Password' link and complete all the fields as directed below, based upon the information in the two letters you received after applying for your Logon ID account:

1. Fill in your Logon ID,
2. Fill in existing password,
3. Follow the instructions on the screen,
4. Fill in your new password (twice),
5. Select "Submit Information."

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**CHAPTER 3 – PREVIOUS SERVICE & BENEFIT INQUIRY APPLICATION**

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**300 Introduction**

The information appearing on the Online Network for Employers (ONE) WRS Previous Service & Benefit Inquiry application is extracted from WRS participants' employment and benefit history data maintained on ETF's Wisconsin Employee Benefit System (WEBS). The information displayed is updated as a result of changes submitted by current or past employers, ETF, or the participant that may have been entered since you first accessed the participant's account. As a result, a participant's benefit information is not static. Therefore, it is recommended that you print and date a copy of the page for your records. A sample WRS Previous Service & Benefit Inquiry screen appears at the end of this Chapter

**301 Validating Inquiry System Connection**

After accessing the Online Network for Employers (ONE) site and logging into the Prior Service & Benefit Inquiry application, if you are or were in a WRS position you can verify that the site is operational by entering your own Social Security Number (SSN) in the space provided, selecting **Inquire**, and reviewing your own WRS previous service benefit information. If the information displays, the ONE site is operational. If you get the message, "No SSN on file" you may contact the Employer Communication Center for assistance toll free at (888) 681-3952 or locally at (608) 264-7900.

If you have difficulty accessing the ONE site and an error message appears, record the error message description and number. Use the following chart to determine who to contact for the specified situation or screen print the error message to fax to the appropriate contact person. Refer to Appendix D for a list of possible Message Codes. Please have your Logon ID, PIN number, and Password Identifier available when requesting help.

SITUATION	RESOLUTION	CONTACT
You attempt to access a ONE application and a message appears indicating that you are not authorized.	You cannot access a ONE application until you have submitted a Security Agreement to ETF and it has been approved.	ETF's Employer Communication Center Toll free: (888) 681-3952 Local: (608) 264-7900
You have obtained your Logon information and when you insert the information a message appears indicating that you do not have access.	Insert your Logon ID and password again.	ETF Help Desk: Toll free: (866) 843-9724 Local: (608) 264-9181
After accessing the ONE site a message appears indicating that the site is unavailable or the screen is blank.	Exit the ONE site and try to access the site again.	ETF Help Desk: Toll free: (866) 843-9724 Local: (608) 264-9181
You forgot your password or are unable to change your password.	Have your Logon ID and Pin number readily available prior to contact.	ETF Help Desk: Toll free: (866) 843-9724 Local: (608) 264-9181
You have misplaced the letters received from the ETF that contain your Password and Password Identifier, Logon ID, and Logon Identifier and you cannot remember your Logon ID or Password.	ETF will reissue your letter.	ETF Help Desk: Toll free: (866) 843-9724 Local: (608) 264-9181
Your employee with ONE access left their position.	Immediately send either e-mail or a fax including the name of the employer, the EIN, the name of the employee, their LogonID, and the effective date.	ETF's Employer Communication Center Toll free: (888) 681-3952 Local: (608) 264-7900
A new employee is hired who will need ONE access.	Complete an <i>Online Network for Employers Security Agreement</i> (ET-8928) and submit it to ETF.	1. Download from ETF's homepage (or) 2. Copy agreement from this manual (or) 3. Contact ETF's Employer Communication Center at (608) 264-7900

### **302 Insurance Eligibility**

If your newly hired employee is WRS eligible, the employee is also eligible to participate in all ETF administered insurance programs in which you participate. While each insurance program has varying eligibility criteria, most programs require that the employee serve a six-month qualifying period. The insurance eligibility criteria 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.

Detailed information regarding Employer Identification Numbers (EINs); enrollment dates; termination dates; and employment categories for both State and Local employers displays in the Previous Service portion of the screen. A message alerts you to the State and/or Local WRS service the employee has.

Do not apply creditable service when determining that the six-month qualifying period has been met for insurance eligibility determinations.

**Example:** If previous service information indicates an employee began WRS participation 3/1/96 and terminated 3/1/05, you may assume the employee performed 9.00 years of creditable service, however, if the employee worked only half-time the total creditable service may be 4.50 years. In this case the employee has satisfied the six month qualifying period.

### **303 Previous Service Information**

Capturing the history of WRS participation is complex and, in some situations, the information that is provided to employers on the WRS Previous Service & Benefit Inquiry screen may not appear complete. Detailed employment information is displayed if WRS service occurred after 1985. Detailed WRS information prior to 1985 was not captured in a manner sufficient to display details. Staff from ETF's Employer Communication Center can provide assistance in those few exceptions where information appears incomplete.

The type of employment is not captured for WRS purposes and the creditable service may represent full-time, part-time, seasonal, limited term or other employment types. The previous service information is listed in terms of employment dates and may not appear to relate to the amount of creditable service for that period of employment.

When an employment category change is processed, the date the participant ceases employment in the present employment category will appear as a termination date.

Dates in the previous service portion of the application will display, even after the employee receives a WRS benefit. The calculation message for Previous Service will indicate the employee has previous service, even after the employee receives a benefit. Employers must review the Retirement Annuity Information and the Lump Sum (Separation or Retirement) Benefit Information, in addition to the Previous Service information and apply all data to make a correct determination of previous service.

**Example:** Employee participated in WRS from 3/1/96-3/1/05 and received a benefit 3/15/05. Those dates continue to display and the calculation message will indicate the employee served six months. However, the Lump Sum (Separation or Retirement) Benefit Information will display the 3/15/05 benefit date. In this example, the employee must serve another six months to be eligible to participate in the insurance programs.

There may be complex situations displayed on the Previous Service & Benefit Inquiry screen. If you have difficulties interpreting the information, or have other questions, please contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900 for assistance.

### 304 Instructions on Determining WRS Previous Service

To determine the previous service status and/or benefit inquiry of an employee, key the employee's nine-digit SSN without hyphens or spaces (eg. 999999999) and click **INQUIRE**. The following information displays:

- Member's SSN.
- Member's Last name, First name and Middle Initial.
- Member's Birthdate.
- Previous Service, Retirement Annuity Information, Lump Sum (Separation or Retirement) Benefit Information, and Creditable Service.

The message "No SSN on file – Verify SSN XXX-XX-XXXX" will display if an employee was never enrolled in WRS, if the SSN was miskeyed, or if the employee is covered for WRS but the ETF system is not operational.

### 305 Explanation of Terms

The following fields appear on the screen and details regarding the information displayed are explained in the links on the screen:

- **State or Local Employer Identification Number(s):**

The Employer Identification Number(s) display. State employer EINs are seven-digit numbers beginning with 0001. Example: 0001-110. Local employer EINs are seven-digit numbers ending with 000. Example: 4391-000. Employer names associated with the EIN(s) are not displayed.

- **Employment Category:**

The employee's Employment Category is determined by the employer's designated WRS Agent when the employee's WRS participation begins. The category establishes the WRS contribution rates required and the annuity benefit available under the WRS.

Following is a list of the potential two-digit Employment Category Codes and their corresponding descriptions:

- 00 General (State agencies who report via Central Payroll report general category as 09)
- 01 Court Reporter (Used by State agencies)
- 02 State executive retirement plan (Used by State agencies)
- 03 Protective Occupation under Social Security
- 04 Protective Occupation NOT Under Social Security
- 05 Supreme Court Justice
- 06 Legislative, District Attorney or State Constitutional Officer
- 07 Appellate Judge
- 08 Circuit Court Judge
- 09 Local Elected Official or Person Appointed to fill an Elected Position
- 10 Teacher
- 11 State Teacher Executive Plan (Used only by State agencies)
- 12 Educational Support Personnel

➤ **Enrollment Date/Begin Date Change:**

The Enrollment Date is the date the employee began WRS participation with an employer. All Enrollment Dates for an employer are displayed, with the exception of the Begin Date within a new category for the same employer if a Category Change was reported on an *Employee Transaction Report, ET-2533*, using action code P010. If there are multiple employers, enrollment information is listed for each EIN. If the Enrollment Begin Date changed, the revised WRS Begin Date is also displayed.

➤ **Termination Date:**

The termination date is the date a participating employee terminated WRS coverage with a WRS employer. Different types of terminations include a resignation for retirement or other purposes; termination due to a non-work related illness or injury; dismissal or discharge; employee's death; termination due to work related illness or injury; termination of local elected official waiving part-time elected service; and termination as a result of a change in employment category.

Contact the Employer Communication Center if there appears to be a discrepancy between the amount of creditable service indicated and the dates of employment.

### **306 Message**

Detailed information will display for either State or Local employers requesting the information; however, the displayed message will vary depending upon employer type, i.e., State or Local. The calculation of the six months and message displayed is not based on creditable service, but rather the dates of WRS participating employment.

The following tables describe the conditions and messages related to previous service.

<b>STATE EMPLOYER</b>	
“Six months state service”	State service is greater than or equal to six months.
“Less than six months state service; local service exists”	State service is less than six months, but greater than zero for local employers.
“No state or local service”	Service is equal to zero for both state and local employers. Employee may have been enrolled in WRS and information will not display until the annual report is submitted.
“No state service; local service exists”	Service is equal to zero for state employer and greater than zero for local employer.
<b>LOCAL EMPLOYER</b>	
“Six months WRS service”	Service is greater than or equal to six months for any employer(s).
“Less than six months local service”	Local service is less than six months, but greater than zero for a local employer.
“No applicable service”	Service is equal to zero for any employer(s). Employee may have been enrolled in WRS and information will not display until the annual report is submitted.

<b>MESSAGES FOR BOTH STATE AND LOCAL EMPLOYERS</b>		
“No SSN on file- Verify SSN XXX-XX-XXXX”	No Social Security Number matches the SSN you entered	Employee does not have previous WRS service or the SSN was entered incorrectly
“Benefit Application, call ETF”	A Retirement or Separation Benefit Application has been received at ETF and is pending, or a Disability Application has been approved.	Call Employer Communication Center: toll free at (888) 681-3952 or locally at (608) 264-7900 for further instructions
“Death Date on file, call ETF at (608) 264-7900”	A death has been reported for an active employee	Call Employer Communication Center: toll free at (888) 681-3952 or locally at (608) 264-7900 for further instructions

### 307 Sample Previous Service Screen

Previous Service/Benefit Inquiry

<https://prd2.state.wi.us/servlet/etfinquiry>

#### WRS Retirement System (WRS)

#### Previous Service and Benefit Inquiry

Employee Social Security:	(999999999)
Name:	
Birthdate:	

#### **Previous Service** (Dates prior to 1985 do not display)

State	Category	Enrollment <u>Date/Begin</u> <u>Date</u> <u>Change</u>	Termination Date	Local	Category	Enrollment <u>Date/Begin</u> <u>Date</u> <u>Change</u>	Termination Date
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Message: No SSN Entered

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#### Retirement Annuity Information

Annuity Benefit Application Received Date:

Annuity Benefit Effective Date:

#### Lump Sum (Separation or Retirement) Benefit Information

Lump Sum Benefit Application Received Date:

Lump Sum Benefit Effective Date:

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#### Creditable Service

Category Creditable

Service

For more information, contact: Employer Communications Center toll free at (888)861-3952 or locally at (608) 264-7900.

**CHAPTER 4 – BENEFIT INQUIRY**

- 400 Annuity Information (Monthly Benefit or Lump Sum)**
- 401 Lump Sum (Separation) Benefit Information**
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**400 Annuity Information (Monthly Benefit or Lump Sum)**

For a retirement annuity benefit to be valid, an annuitant may not return to employment earlier than the latest of the following dates:

- The 31<sup>st</sup> day after the termination date
- The 31<sup>st</sup> day after the date ETF receives the benefit application, or
- The day after the benefit effective date.

The Retirement Annuity Information section of the Previous Service & Benefit Inquiry application will help employers determine whether an employee is a WRS annuitant and if the minimum break in service is met. Based on information displayed on the screen application, employers can refer to Chapter 15 of the *WRS Employer Administration Manual* (ET-1127) for proper reporting instructions on employment of annuitants.

The following are example situations that may be reflected in the Retirement Annuity Information section of the Previous Service & Benefit Inquiry application screen:

- 1. Participant is in the process of applying for a disability or retirement benefit and the application is pending at ETF:**
  - a) Enrollment and Termination Dates, if reported, will display in the Previous Service section.
  - b) The message will instruct you to call ETF for further instructions.
  - c) No dates will display in the Annuity Benefit Application Received Date field or in the Annuity Benefit Effective Date field.
  
- 2. Participant has applied for a disability or retirement benefit and the process is complete:**
  - a) Enrollment and Termination Dates will display in the Previous Service Section.
  - b) The message will calculate six months.
  - c) The Annuity Benefit Application Received Date will display the date the annuity application was received at ETF and the Annuity Benefit Effective Date.

## 401 Lump Sum (Separation) Benefit Information

The Lump Sum Benefit Information section of the Previous Service & Benefit Inquiry application will help employers determine whether an employee has previously taken a WRS lump sum separation benefit that closed their WRS account, creating the forfeiture of any previous WRS service.

The following are example situations that may be reflected in the Lump Sum Benefit Information section of the Previous Service & Benefit Inquiry application screen:

1. **Participant is in the process of applying for a separation benefit and the separation application is pending at ETF:**
  - a) Enrollment and termination dates, if reported, will display in the Previous Service section.
  - b) The message will instruct you to call ETF for further instructions.
  - c) No dates will display in the Lump Sum Benefit Application Received Date field or in the Lump Sum Benefit Effective Date field.
  
2. **Participant has applied for a separation benefit and the process is complete:**
  - a) Enrollment and Termination Dates will display in the Previous Service Section.
  - b) The message will calculate six months.
  - c) The Lump Sum Benefit Application Received Date will display when the application was received at ETF and the Lump Sum Benefit Effective.

## 402 Creditable Service – State Employers

State employers may use creditable service information from the Previous Service & Benefit Inquiry application screen to help determine an employee's eligibility for supplemental sick leave credits. The creditable service field displays the amount of creditable service by employment category. The service balance is posted as of the first of the calendar year. However, if there is activity on the account since the beginning of the year, i.e., the employee terminated WRS employment, the service associated with the termination will have been added to the total creditable service balance.

Creditable service includes current WRS creditable service, forfeited service purchased, qualified service purchased, prior WRS creditable service and military service granted under the WRS. Creditable service will be reduced to reflect any QDRO and/or Other Government Service (OGS).

Creditable service should NOT be used in the calculation of the six-month qualifying period.

**NOTE:** There are differences between years of adjusted continuous service (or seniority) and years of WRS creditable service. Years of adjusted continuous service, or seniority with the State, relate to the number of years without a break in service that an employee has worked for the State.

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**CHAPTER 5 – WRS ACCOUNT UPDATE**  
**ENROLLMENTS AND ENROLLMENT UPDATES**

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<b>506</b>	<b>Employment Category Change - P063</b>

**500 Introduction**

A WRS Enrollment or an Employee Identification Correction/Update must be completed to:

- a) create an eligible employee's individual WRS account,
- b) update/correct the account's descriptive data fields, or
- c) reactivate an inactive participant account, (e.g., a previously terminated employee who returns to a WRS eligible position).

An enrollment must be completed for each eligible employee within ten days of the employee becoming WRS eligible. Late WRS enrollments, or incorrect descriptive data, may result in benefits being paid in error; beneficiary designation and insurance application processing being delayed; or applications being rejected due to lack of an existing WRS account.

If an employer discovers or is notified that an employee's WRS account contains incorrect descriptive data, such as a name change, correcting the information typically requires the employer's completion and submission of an *Employee Identification Correction/Update* form (ET-2810).

In order to access the WRS Account Update Application, an *Online Network for Employers Security Agreement* (ET-8928) must be on file with ETF authorizing access to the WRS Employee Account Update Application (refer to subchapter 105 of this manual).

**501 Function of the WRS Account Update Application**

These instructions will assist you in securely transmitting WRS Enrollments, Indicative Data Changes, Terminations and Corrections to Current Year directly to ETF via the Online Network for Employers (ONE) site.

The site applications contain links to the *WRS Administration Manual* (ET-1127). For information regarding WRS eligibility criteria refer to Chapter 3 of the *WRS Administration Manual*. Refer to Chapter 6 for information on creating and correcting an individual's WRS account.

## **502 WRS Enrollment - P060**

Regardless of the method of WRS enrollment: paper submission, electronic, or online, a WRS enrollment will:

- Create an employee (participant) account at ETF;
- Add the employee to the employer's Annual Coverage Detail Report or pre-list (not produced for electronic media reporters);
- Validate eligibility for insurance enrollment requirements; and
- Reactivate an employee's existing WRS account when rehired or reinstated.

Once you have accessed the Online Network for Employers (ONE) site and logged onto the WRS Account Update application, you can begin the WRS enrollment and/or enrollment update process as follows:

1. Select transaction "P060 WRS Enrollment transaction" from the main menu.
2. Key the SSN of the employee you wish to enroll in the WRS in the **SSN** field.
3. Tab to the **First Name** field and key the employee's first name.
4. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
5. Tab to the **Last Name** field and key the employee's last name.
6. Tab to the **Address** field and key the employee's complete address (Note: you must have a complete address; otherwise, leave the Address field blank)
7. Tab to the **Date of Birth** field and key the employee's date of birth.
8. Tab to the **Gender** field and key the employee's gender (either 'M' or 'F').
9. Tab to the **Statement of Benefits Distribution Code** field and key the statement of benefits distribution code, if applicable.
10. Tab to the **WRS Participation Begin Date** field and key the date your employee became eligible for participation in the WRS.
11. Tab to the **Employment Category** field and select the employee's correct employment category.
12. Select **Submit** button at the bottom of the screen.

13. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
14. Select **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Logout** button to end the session.

### 503 Name/Address Change - P031

1. Select transaction "P031 – Name/Address Change" from the main menu.
2. Key the SSN of the employee whose name and/or address you wish to update in the **SSN** field.
3. Tab to the **First Name** field and key the employee's first name.
4. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
5. Tab to the **Last Name** field and key the employee's last name.
6. Tab to the **Address** field, if changing or new, and key the employee's complete address. If processing a Name Change only, the address fields may be left blank.

**Note:** If processing an Address Change, a complete address must be inserted even if, for example, only the street address is changing.)

7. Tab to the **Date of Birth** field and key the employee's date of birth.
8. Tab to the **Gender** field and key the employee's gender (either 'M' or 'F').
9. Tab to the **Employment Category** field and select the employee's correct employment category as reported on the employee's WRS Enrollment.
10. Select **Submit** button at the bottom of the screen.
11. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
12. Select **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
13. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.

14. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Logout** button to end the session.

#### 504 Employment Begin Date Change - P033

1. Select transaction “P033 – Employment Begin Date Change” from the main menu.
2. Key the SSN of the employee whose WRS eligibility date you wish to change in the **SSN** field.
3. Tab to the **First Name** field and key the employee’s first name.
4. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
5. Tab to the **Last Name** field and key the employee’ last name.
6. Tab to the **Date of Birth** field and key the employee’s date of birth.
7. Tab to the **Gender** field and key the employee’s gender (either ‘M’ or ‘F’).
8. Tab to the **WRS Participation Begin Date** field and key the corrected date that your employee became eligible for participation in the WRS at your agency. Note: If you are changing your employee’s WRS begin date to an earlier or later year you may need to adjust service and earnings reported to WRS on behalf of that employee.
9. Tab to the **Employment Category** field and select the employee’s correct employment category.
10. Select **Submit** button at the bottom of the screen.
11. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
12. Select **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
13. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
14. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Logout** button to end the session.

#### 505 Gender Change - P036

1. Select transaction “P036 – Gender Change” from the main menu.

2. Key the SSN of the employee whose gender was incorrectly denoted on the original WRS Enrollment in the **SSN** field.
3. Tab to the **First Name** field and key the employee's first name.
4. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
5. Tab to the **Last Name** field and key the employee' last name.
6. Tab to the **Date of Birth** field and key the employee's date of birth.
7. Tab to the **Gender** field and key the employee's correct gender (either 'M' or 'F').
8. Tab to the **Employment Category** field and select the employee's correct employment category.
9. Select **Submit** button at the bottom of the screen.
10. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
11. Select **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
12. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
13. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Logout** button to end the session.

## 506 Employment Category Change - P063

1. Select transaction "P063 – Employment Category Change" from the main menu.
2. Key the SSN of the employee whose WRS employment category was incorrectly denoted on the original WRS Enrollment in the **SSN** field.
3. Tab to the **First Name** field and key the employee's first name.
4. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
5. Tab to the **Last Name** field and key the employee' last name.
6. Tab to the **Date of Birth** field and key the employee's date of birth.
7. Tab to the **Gender** field and key the employee's gender (either 'M' or 'F').

8. Tab to the **WRS Participation Begin Date** field and key the date your employee became eligible for participation in the WRS, as reported to WRS on the WRS Enrollment.
9. Tab to the **Incorrect Employment Category** field and select the employee's **incorrect** employment category as incorrectly reported on the WRS Enrollment.
10. Tab to the **Correct Employment Category** field and select the employee's **correct** employment category. (Note: WRS Employment Category descriptions can be found in Chapter 3 of the *WRS Administration Manual* (ET-1127).)
11. Select **Submit** button at the bottom of the screen.
12. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
13. Select **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
14. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
15. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Logout** button to end the session.

**Department of Employee Trust Funds**  
**WRS ONLINE NETWORK FOR EMPLOYERS USER MANUAL**

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**CHAPTER 6 – WRS ACCOUNT UPDATE  
TERMINATIONS**

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<b>601</b>	<b>Terminations – Employment or Retirement – P001</b>
<b>602</b>	<b>Termination – Not Eligible – P003</b>
<b>603</b>	<b>Termination – Non-Work Related Illness/Injury – P004</b>
<b>604</b>	<b>Termination – Dismissal – P005</b>
<b>605</b>	<b>Termination – Death – P006</b>
<b>606</b>	<b>Termination – Waived Part-Time Elected Service – P007</b>
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<b>608</b>	<b>Employment Category Change with Money – P010</b>

**600 Introduction**

The WRS Account Update Application enables employers to complete service and earnings transactions and their associated corrections. The WRS Account Update Application's termination transactions allow for periodic online transmission of termination information in addition to the WRS enrollment and enrollment update transactions.

**601 Termination – Employment or Retirement – P001**

1. Select transaction "P001 – Termination – Employment or Retirement" from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee's Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee's first name.
5. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee' last name.
7. Tab to the **Address** field and key the employee's complete address (Note: you must enter address line 1, city, state and zip)
8. Tab to **Action/Termination Date** and key employee's termination date.
9. Tab to **Last Earnings Date** and key employee's last earnings date if applicable.

10. Tab to the **Employment Category** field and select the employee's correct employment category.
11. Complete **Hours and Earnings** fields:
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.
12. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
13. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").
14. Select the **Submit** button at the bottom of the screen.
15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
16. Select on **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

## 602 Termination – Not Eligible – P003

1. Select transaction “P003 – Termination – Not Eligible” from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee’s first name.
5. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee’ last name.
7. Tab to **Action/Termination Date** and key employee’s termination date.
8. Tab to the **Employment Category** field and select the employee’s correct employment category.
9. Select the **Submit** button at the bottom of the screen.
10. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
11. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
12. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
13. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

## 603 Termination – Non Work-Related Illness/Injury – P004

1. Select transaction “P004 – Termination – Non Work-Related Illness/Injury” from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee’s first name.
5. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).

6. Tab to the **Last Name** field and key the employee' last name.
  7. Tab to the **Address** field and key the employee's complete address (Note: you must enter address line 1, city, state and zip)
  8. Tab to **Action/Termination Date** and key employee's termination date.
  9. Tab to **Last Earnings Date** and key employee's last earnings date.
  10. Tab to the **Employment Category** field and select the employee's correct employment category.
  11. Complete **Hours and Earnings** fields:
    - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or (Note: may never be greater than calendar year to date figures.)
    - b. **Calendar Year to Date** - Complete for all employment categories.
  12. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
  13. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)
- NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").
14. Select the **Submit** button at the bottom of the screen.
  15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.

16. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

#### 604 Termination – Dismissal – P005

1. Select transaction “P005 – Termination – Dismissal” from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee’s first name.
5. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee’ last name.
7. Tab to the **Address** field and key the employee’s complete address (Note: you must enter address line 1, city, state and zip)
8. Tab to **Action/Termination Date** and key employee’s termination date.
9. Tab to **Last Earnings Date** and key employee’s last earnings date if applicable.
10. Tab to the **Employment Category** field and select the employee’s correct employment category.
11. Complete **Hours and Earnings** fields:
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.
12. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.

13. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of “12” is entered, system reads a value of “12.00” or the value of “12.3” is entered, system reads a value of “12.30”).
14. Select the **Submit** button at the bottom of the screen.
15. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
16. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

## 605 Termination – Death – P006

1. Select transaction “P006 – Termination – Death” from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee’s first name.
5. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee’ last name.
7. Tab to **Action/Termination Date** and key employee’s date of death.
8. Tab to **Last Earnings Date** and key employee’s last earnings date if applicable.

9. Tab to the **Employment Category** field and select the employee's correct employment category.
10. Complete **Hours and Earnings** fields:
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.
11. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
12. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").
13. Select the **Submit** button at the bottom of the screen.
14. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
15. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
16. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
17. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

## 606 Termination – Waived Part-Time Elected Service – P007

1. Select transaction “P007 – Termination – Waived Part-Time Elected Service” from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee’s first name.
5. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee’ last name.
7. Tab to the **Address** field and key the employee’s complete address (Note: you must enter address line 1, city, state and zip)
8. Tab to **Action/Termination Date** and key employee’s termination date.
9. Tab to the **Employment Category** field and ensure that category 09 Local Elected Official is selected.
10. Complete **Hours and Earnings** fields:
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.
11. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
12. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.

- c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of “12” is entered, system reads a value of “12.00” or the value of “12.3” is entered, system reads a value of “12.30”).

13. Select the **Submit** button at the bottom of the screen.
14. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
15. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
16. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
17. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

## 607 Termination – Work-Related Illness/Injury – P008

1. Select transaction “P008 – Termination – Work-Related Illness/Injury” from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee’s first name.
5. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee’ last name.
7. Tab to the **Address** field and key the employee’s complete address (Note: you must enter address line 1, city, state and zip)
8. Tab to **Action/Termination Date** and key employee’s termination date.
9. Tab to **Last Earnings Date** and key employee’s last earnings date if applicable.
10. Tab to the **Employment Category** field and select the employee’s correct employment category.
11. Complete **Hours and Earnings** fields:

- a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.
12. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
- a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
13. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
- a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)
- NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of “12” is entered, system reads a value of “12.00” or the value of “12.3” is entered, system reads a value of “12.30”).
14. Select the **Submit** button at the bottom of the screen.
15. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
16. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

## 608 Employment Category Change with Money – P010

1. Select transaction “P010 – Employment Category Change with Money” from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee’s first name.
5. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee’ last name.
7. Tab to **Action/Termination Date** and key employee’s termination date.
8. Tab to **Last Earnings Date** and key employee’s last earnings date if applicable.
9. Tab to the **Old Employment Category** field and select the employee’s previous employment category.
10. Tab to the **New Employment Category** field and select the employee’s new employment category.
11. Complete **Hours and Earnings** fields (note: only report hours and earnings associated with the old employment category):
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.
12. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
13. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.

- b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
- c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of “12” is entered, system reads a value of “12.00” or the value of “12.3” is entered, system reads a value of “12.30”).

- 14. Select the **Submit** button at the bottom of the screen.
- 15. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
- 16. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
- 17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
- 18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

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**CHAPTER 7 – WRS ACCOUNT UPDATE**  
**LEAVES OF ABSENCE**

<b>700</b>	<b>Introduction</b>
<b>701</b>	<b>LOA – Military Union Leave – P050</b>
<b>702</b>	<b>LOA – Unpaid Leave of Absence – P051</b>
<b>703</b>	<b>LOA – Begin Layoff – P053</b>
<b>704</b>	<b>LOA – Non-Work Related Illness/Injury – P054</b>
<b>705</b>	<b>LOA – Work Related Illness/Injury – P058</b>

**700 Introduction**

The WRS Account Update Application enables employers to complete service and earnings transactions and their associated corrections. The WRS Account Update Application's terminations and current year correction transactions allow for periodic online transmission of termination information, leave of absence reporting and any subsequent corrections to previously submitted, current year terminations and leave information for WRS covered employees in addition to the WRS enrollment and enrollment update transactions discussed in Chapter 6.

**701 LOA – Military Union Leave - P050**

1. Select transaction "P050 – LOA – Military Union Leave" from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee's Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee's first name.
5. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee' last name.
7. Tab to **Last Earnings Date** and key employee's last earnings date.
8. Tab to the **Employment Category** field and select the employee's correct employment category.
9. Complete **Hours and Earnings** fields (note: only report hours and earnings associated with the old employment category):
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)

- b. **Calendar Year to Date** - Complete for all employment categories.
10. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
11. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of “12” is entered, system reads a value of “12.00” or the value of “12.3” is entered, system reads a value of “12.30”).
12. Select the **Submit** button at the bottom of the screen.
13. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
14. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

## 702 LOA – Unpaid Leave of Absence – P051

1. Select “P051 – LOA – Unpaid Leave of Absence” from the main menu.
2. Key the **Report Date** for the transaction.

3. Tab to the **Social Security Number** field and key the employee's Social Security Number with out using dashes.
  4. Tab to the **First Name** field and key the employee's first name.
  5. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
  6. Tab to the **Last Name** field and key the employee' last name.
  7. Tab to **Last Earnings Date** and key employee's last earnings date.
  8. Tab to the **Employment Category** field and select the employee's correct employment category.
  9. Complete **Hours and Earnings** fields (note: only report hours and earnings associated with the old employment category):
    - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    - b. **Calendar Year to Date** - Complete for all employment categories.
  10. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
  11. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)
- NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").
12. Select the **Submit** button at the bottom of the screen.

13. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
14. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

### 703 LOA – Begin Layoff – P053

1. Select "P053 – LOA – Begin Layoff" from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee's Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee's first name.
5. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee' last name.
7. Tab to **Last Earnings Date** and key employee's last earnings date.
8. Tab to the **Employment Category** field and select the employee's correct employment category.
9. Complete **Hours and Earnings** fields (note: only report hours and earnings associated with the old employment category):
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.
10. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.

11. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of “12” is entered, system reads a value of “12.00” or the value of “12.3” is entered, system reads a value of “12.30”).
12. Select the **Submit** button at the bottom of the screen.
13. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
14. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

#### 704 LOA – Non Work-Related Illness/Injury – P054

1. Select “P054 – LOA – Non Work-Related Illness/Injury” from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee’s first name.
5. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee’ last name.
7. Tab to **Last Earnings Date** and key employee’s last earnings date.

8. Tab to the **Employment Category** field and select the employee's correct employment category.
  9. Complete **Hours and Earnings** fields (note: only report hours and earnings associated with the old employment category):
    - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    - b. **Calendar Year to Date** - Complete for all employment categories.
  10. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
    - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
    - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
  11. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
    - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
    - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
    - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)
- NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").
12. Select the **Submit** button at the bottom of the screen.
  13. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
  14. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
  15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
  16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

## 705 LOA – Work Related Illness/Injury – P058

1. Select “P058 LOA – Work Related Illness/Injury” from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee’s first name.
5. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee’ last name.
7. Tab to **Last Earnings Date** and key employee’s last earnings date.
8. Tab to the **Employment Category** field and select the employee’s correct employment category.
9. Complete **Hours and Earnings** fields (note: only report hours and earnings associated with the old employment category):
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.
10. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
11. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of “12” is entered, system reads a value of “12.00” or the value of “12.3” is entered, system reads a value of “12.30”).

12. Select the **Submit** button at the bottom of the screen.
13. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
14. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

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**CHAPTER 8 – WRS ACCOUNT UPDATE**  
**CURRENT YEAR CORRECTIONS**

- 800 Correction to P001 Term – Employment or Retirement – P081**
- 801 Correction to P003 Term – Not Eligible – P083**
- 802 Correction to P004 Term – Non-Work Related Illness/Injury – P084**
- 803 Correction to P005 Term – Dismissal – P085**
- 804 Correction to P006 Term – Death – P086**
- 805 Correction to P007 Term – Waived Part-Time Elected Service – P087**
- 806 Correction to P008 Term – Work Related Illness/Injury – P088**
- 807 Correction to P043 or P058 Leave of Absence – P089**

**800 Introduction**

The WRS Account Update Application enables employers to complete service and earnings transactions and their associated corrections. The WRS Account Update Application's current year correction transactions allow for periodic online transmission of corrections to previously submitted current year terminations and leave information for WRS covered employees.

**801 Correction to P001 Termination – Employment or Retirement – P081**

1. Select transaction "P081 Correction to P001 Termination – Employment or Retirement" from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee's Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee's first name.
5. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee' last name.
7. Tab to the **Address** field and key the employee's complete address.
8. Tab to **Action/Termination Date** and key employee's termination date.
9. Tab to **Last Earnings Date** and key employee's last earnings date if applicable.

10. Tab to the **Employment Category** field and select the employee's correct employment category.  
  
**NOTE:** For step 11, 12, and 13 only report the difference to be added or subtracted from what has already been reported
11. Complete **Hours and Earnings** fields:
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.
12. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
13. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)  
**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").
14. Select the **Submit** button at the bottom of the screen.
15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
16. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.

18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

### **802 Correction to P003 Termination – Not Eligible – P083**

1. Select “P083 Correction to P003 Termination – Not Eligible” from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee’s first name.
5. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee’ last name.
7. Tab to **Action/Termination Date** and key employee’s termination date.
8. Tab to the **Employment Category** field and select the employee’s correct employment category.
9. Select the **Submit** button at the bottom of the screen.
10. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
11. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
12. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
13. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

### **803 Correction to P004 Termination – Non Work – Related Illness/Injury – P084**

1. Select “P084 Correction P004 Termination – Non Work-Related Illness/Injury” from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee’s first name.

5. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee' last name.
7. Tab to the **Address** field and key the employee's complete address
8. Tab to **Action/Termination Date** and key employee's termination date.
9. Tab to **Last Earnings Date** and key employee's last earnings date.
10. Tab to the **Employment Category** field and select the employee's correct employment category.

**NOTE:** For step 11, 12, and 13 only report the difference to be added or subtracted from what has already been reported

11. Complete **Hours and Earnings** fields:
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.
12. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
13. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

14. Select the **Submit** button at the bottom of the screen.

15. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
16. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

#### 804 Correction to P005 Termination – Dismissal – P085

1. Select "P085 – Correction to P005 Termination – Dismissal" from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee's Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee's first name.
5. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee' last name.
7. Tab to the **Address** field and key the employee's complete address
8. Tab to **Action/Termination Date** and key employee's termination date.
9. Tab to **Last Earnings Date** and key employee's last earnings date if applicable.
10. Tab to the **Employment Category** field and select the employee's correct employment category.

**NOTE:** For step 11, 12, and 13 only report the difference to be added or subtracted from what has already been reported.

11. Complete **Hours and Earnings** fields:
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.

12. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
  
13. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of “12” is entered, system reads a value of “12.00” or the value of “12.3” is entered, system reads a value of “12.30”).
  
14. Select the **Submit** button at the bottom of the screen.
  
15. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
  
16. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
  
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
  
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

## 805 Correction to P006 Termination – Death – P086

1. Select “P086 – Correction to P006 Termination – Death” from the main menu.
2. Key the **Report Date** for the transaction.

3. Tab to the **Social Security Number** field and key the employee's Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee's first name.
5. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee' last name.
7. Tab to **Action/Termination Date** and key employee's date of death.
8. Tab to **Last Earnings Date** and key employee's last earnings date if applicable.
9. Tab to the **Employment Category** field and select the employee's correct employment category.

**NOTE:** For step 10, 11, and 12 only report the difference to be added or subtracted from what has already been reported.

10. Complete **Hours and Earnings** fields:
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.
11. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
12. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a value of "12.00" or the value of "12.3" is entered, system reads a value of "12.30").

13. Select the **Submit** button at the bottom of the screen.
14. Review the information you've entered for accuracy, or, if you've been prompted by one of the up-front edits to make a correction, key the necessary changes and select 'Submit' again.
15. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
16. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
17. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

#### **806 Correction to P007 Termination – Waived Part-Time Elected Service – P087**

1. Select "P087 – Correction to P007 Termination – Waived Part-Time Elected Service" from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee's Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee's first name.
5. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee' last name.
7. Tab to the **Address** field and key the employee's complete address
8. Tab to **Action/Termination Date** and key employee's termination date.
9. Tab to the **Employment Category** field and ensure that category 09 Local Elected Official is selected.

**NOTE:** For step 10, 11, and 12 only report the difference to be added or subtracted from what has already been reported.

10. Complete **Hours and Earnings** fields:
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.

11. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
  
12. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of “12” is entered, system reads a value of “12.00” or the value of “12.3” is entered, system reads a value of “12.30”).
  
13. Select the **Submit** button at the bottom of the screen.
  
14. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
  
15. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
  
16. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
  
17. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

### 807 Correction to P088 Termination – Work-Related Illness/Injury – P088

1. Select “P088 – Correction to P088 Termination – Work-Related Illness/Injury” from the main menu.
2. Key the **Report Date** for the transaction.

3. Tab to the **Social Security Number** field and key the employee's Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee's first name.
5. Tab to the **Middle Initial** field and key the employee's middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee' last name.
7. Tab to the **Address** field and key the employee's complete address
8. Tab to **Action/Termination Date** and key employee's termination date.
9. Tab to **Last Earnings Date** and key employee's last earnings date if applicable.
10. Tab to the **Employment Category** field and select the employee's correct employment category.

**NOTE:** For step 11, 12, and 13 only report the difference to be added or subtracted from what has already been reported.

11. Complete **Hours and Earnings** fields:
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.
12. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
13. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of "12" is entered, system reads a

value of “12.00” or the value of “12.3” is entered, system reads a value of “12.30”).

14. Select the **Submit** button at the bottom of the screen.
15. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
16. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
17. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
18. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

#### **808 Correction to P054 or P058 Leave of Absence – P089**

1. Select “P089 – Correction to P054 or P058 Leave of Absence” from the main menu.
2. Key the **Report Date** for the transaction.
3. Tab to the **Social Security Number** field and key the employee’s Social Security Number with out using dashes.
4. Tab to the **First Name** field and key the employee’s first name.
5. Tab to the **Middle Initial** field and key the employee’s middle initial, (if applicable).
6. Tab to the **Last Name** field and key the employee’ last name.
7. Tab to **Last Earnings Date** and key employee’s last earnings date.
8. Tab to the **Employment Category** field and select the employee’s correct employment category.

**NOTE:** For step 9,10, and 11 only report the difference to be added or subtracted from what has already been reported.

9. Complete **Hours and Earnings** fields (note: only report hours and earnings associated with the old employment category):
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
  - b. **Calendar Year to Date** - Complete for all employment categories.

10. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee. If contributions were all paid by employer, leave fields blank:
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee’s employment category multiplied by the employee’s Calendar Year to Date earnings.
11. Complete the **Additional Contribution** fields for employees who had additional contributions remitted to the WRS. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)

**NOTE:** Hours, earnings and contributions must be numeric. Decimal points are not required but are accepted (i.e. the value of “12” is entered, system reads a value of “12.00” or the value of “12.3” is entered, system reads a value of “12.30”).
12. Select the **Submit** button at the bottom of the screen.
13. Review the information you’ve entered for accuracy, or, if you’ve been prompted by one of the up-front edits to make a correction, key the necessary changes and select ‘Submit’ again.
14. Select the **Confirm** button indicating all information is correct. The transaction has been submitted to ETF.
15. Select the **Print** button to print a copy of the confirmation page that will appear on screen for your records.
16. Select the **Continue** button to enter another transaction or the **Menu** button to return to the application menu or the **Layout** button to end the session.

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**CHAPTER 9 – WRS ACCOUNT UPDATE**  
**ANNUAL PROCESSING**

- 900 Introduction**
- 901 Annual Processing – P000**

**900 Introduction**

The WRS Account Update Application's annual processing transaction allows employers who receive annual pre-lists to transmit year-end annual detail online for all WRS covered employees.

Instructions to report annual information via the Online Network for Employers (ONE) and detailed explanations of annual reconciliation, including action codes, action dates, etc. can be found in Chapter 10 of the *WRS Administration Manual* (ET-1127).

**NOTE:** State agencies cannot use the Extranet to report annual transactions.

The ability to process these transactions online is available to employees of WRS participating employers who have authorized the employee to access the WRS Account Update Application. Authorization requires that ETF have an *Employer Extranet Application Security Agreement* (ET-8928) on file. (Refer to Chapter 1 of this manual.)

**901 Annual Processing – P000**

1. After you access the WRS Account Update Application, select the 'Annual Processing,' the first employee from your pre-list without a completed Action Code field will display. The incomplete transaction indicates an unprocessed annual.
2. Information displayed on the screen will consist of employee last name, first name, last 4 digits of their Social Security Number and employment category.
3. **Review** the information displayed. If incorrect, return to the Extranet WRS Account Update application and make corrections based on the type of error. Select 'Skip' for any employees needing correction in this step and use the following instructions:

**NOTE:** The corrections will not be displayed on the Annual Processing screen.

- a. If name is incorrect, select the Name/Address Change transaction to correct the name. Proceed to Step 15 below.
- b. If employment category is incorrect, and no service and earnings have been reported to the incorrect employment category, select Employment Category Change transaction to correct the employment category. Proceed to 15 below.
- c. If employment category is incorrect due to a change in employment category, and previous service and earnings have been reported to the previous employment category, select the WRS Enrollment transaction to enroll the employee in the current employment category. Proceed to Step 15 below.

4. If all information in Step 2 is correct, proceed to Step 5.
5. Select the appropriate **Action Code** for the employee displayed:
  - a. 00 – Annual with Earnings
  - b. 40 – Annual without Earnings
  - c. 50 – Military/ Union Leave
  - d. 51 – Unpaid Leave of Absence
  - e. 53 – Begin Layoff
  - f. Skip – Employee is on pre-list in error (e.g., a termination report is being submitted or has been submitted) or the record was incorrect.
6. Insert the correct **Action Date** for the employee displayed, in conjunction with *the Action Code* used:
  - a. Action Code 00 – Pre-filled with 12/31/YR, with YR being current processing year.
  - b. Action Code 40 – Requires blank Action Date.
  - c. Action Code 50 – Requires blank Action Date.
  - d. Action Code 51 – Requires blank Action Date.
  - e. Action Code 53 – Requires blank Action Date.
  - f. Skip – Requires blank Action Date.
7. Insert the correct **Last Earnings Date** for the employee displayed, in conjunction with the *Action Code* used:
  - a. Action Code 00 – Requires blank Last Earnings Date.
  - b. Action Code 40 – Requires Last Earnings Date of 12/31/YR, with YR being current processing year.
  - c. Action Code 50 – Requires Last Earnings Date in the current processing year.
  - d. Action Code 51 – Requires Last Earnings Date in the current processing year.
  - e. Action Code 53 – Requires Last Earnings Date in the current processing year.
  - f. Skip – Requires blank Last Earnings Date.
8. Complete **Hours and Earnings** fields:
  - a. **January to June** – Complete only for employment categories 05, 07, 08, 10, 11 or 12. (Note: may never be greater than calendar year to date figures.)
    1. Action Code 00 – Required for fiscal year employees hired on or after July 1.
    2. Action Code 40 – Requires blank hours and earnings.
    3. Action Code 50 – Required for fiscal year employees if applicable.
    4. Action Code 51 – Required for fiscal year employees if applicable.
    5. Action Code 53 – Required for fiscal year employees if applicable.
  - b. **Calendar Year to Date** – Complete for all employment categories.
    1. Action Code 00 – Required for all employees.
    2. Action Code 40 – Requires blank hours and earnings.
    3. Action Code 50 – Required for all employees if applicable.
    4. Action Code 51 – Required for all employees if applicable.
    5. Action Code 53 – Required for all employees if applicable.

9. Complete **Deducted from Employee** fields only if required contributions were actually paid by the employee and deducted from the employee's paycheck. If contributions were all paid by employer, leave fields blank.
  - a. **Employee Required Contribution** – Cannot exceed the Employee Required Contribution percentage for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
  - b. **Benefit Adjustment Contribution** – Cannot exceed the Benefit Adjustment Contribution percentage (if any) for the employee's employment category multiplied by the employee's Calendar Year to Date earnings.
10. Complete the **Additional Contribution** fields if employees had additional contributions remitted to the WRS by the employer. Contributions remitted must be allocated to the Core annuity fund, the Variable annuity fund, or a combination thereof, based upon the employees fund participation:
  - a. **Employee Paid** – Additional Contributions paid by the employee post tax.
  - b. **Employer Paid** – Additional Contributions paid by the employer on behalf of the employee.
  - c. **Tax Deferred** – Additional Contributions made from a salary reduction agreement. (Available to certain school district employees only.)
11. Select the **Save** button at the bottom of the 'Annuals Entry Form' screen to save the employee's annual detail. The next employee from your pre-list without a completed Action Code field, indicating an unprocessed annual, will be displayed.
12. Repeat Steps 3 through 11 until all employees on the pre-list have been updated. The **Action Code** field must be completed for each employee on the pre-list.
13. Once the last employee record on the pre-list has been saved, the **Review** and **Add New** buttons will appear at the bottom of the 'Annuals Entry Form' screen.
14. If all employees' annual detail has been completed go to Step 24. If you need to add an employee to the pre-list go to Step 15.
15. If an employee with hours and earnings paid in the current processing year was not on the pre-list or was listed incorrectly, select **Add New** button. The 'Annuals Entry Form – Add' screen will appear. (If the employee was not enrolled in WRS, enroll them in WRS using the enrollment update process.)
16. Enter the employee's nine-digit number in the **Social Security Number** field.
17. Enter the employee's first name in the **First Name** field.
18. Enter the employee's middle initial in the **Middle Initial** field (optional).
19. Enter the employee's last name in the **Last Name** field.
20. Select the employee's proper employment category from the **Employment Category** field.

21. Continue processing as instructed in Step 5 through 10, then select **Save New** button.
22. Review the newly saved annual detail. If incorrect, make the necessary corrections and again select **Save New** button.
23. Select the **Confirm Save** button when the annual detail for the newly added employee is accurate. A blank 'Annuals Entry Form – Add' screen will appear to add, if necessary, another employee following Steps 15 through 23.
24. Select the **Review** button. The 'Annuals Review Form' screen will appear showing the detail entered for all employees. Review for accuracy.
25. Select the **Review Additional** button to review the additional contribution amounts entered, if any. The 'Annuals Review Additional Contributions' screen will appear showing all employees with additional contributions amounts entered. Review for accuracy.

**NOTE:** Corrections to individual records may be made by selecting on the underlined name. Save the changes per Step 11.

26. Select the **Summary** button. The 'Annuals Summary Form' screen will appear showing total annual detail by employment category.
27. Select the **Print** button if all annual detail totals agree with your predetermined totals. Retain a copy of the annual detail totals screen print for your records.

**NOTE:** You are required to print a copy of the summary before the **Final Submit** button will appear.

28. Select the **Final Submit** button to transmit data to ETF.
29. Confirm submission of all transactions to ETF by selecting **OK**.

**NOTE:** Once the transactions have been submitted to ETF, you will not be able to process additional annuals through this application.

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**CHAPTER 10 – WRS TRANSACTION UPLOAD**

**1000 Introduction**

**1001 Transaction Upload Instructions**

**1000 Introduction**

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 of the *WRS Administration Manual* (ET-1127).

Employers currently authorized to use the Online Network for Employers (ONE) 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). Refer to subchapter 105 of this manual for instructions on completing the application form.

**1001 Transaction Upload Instructions**

1. After you have entered your Employer Identification Number and clicked on the **Submit** button, the system will display a screen listing your employer name, identification number, a report history of previous upload attempts (lists a maximum of the last five attempts), a Browse button and an Upload button.
2. Click the **Browse** button and select the annual report file you wish to upload. Be sure the file complies with the format specifications described in Appendix A of the *WRS Administration Manual* (ET-1127).
3. After you select the file, the address should appear in the field to the left of the browse button. Click the **Upload** button and the system will run a pre-validation edit program to check the file for errors. If there are no errors, proceed to step 7 (skip steps 4 through 6).
4. In the event there are errors, a message on the screen displays '*Validation Failed*' along with a list of the errors including the following information:
  - Row Number (indicates the row number on which the error is located in the report)
  - Field Number (Ex. '4' for report date)
  - Field Name (Ex. 'Report Date' for field number 4)
  - Original Entry (Ex. '20051231' for report year 2006)

- Error Message (Ex. 'Report date for P000 should be 1231 of processing year in CCYYMMDD format')

**NOTE: DO NOT END THE TRANSACTION UPLOAD APPLICATION** if you receive an error message. Correct the file, save it to your directory, and attempt to upload again.

5. Click the **Continue** button to return to the Upload screen. You will notice that an entry is added to the report history with a status of '*Validation Failed*'.
6. Repeat steps 2 through 5 until all errors are cleared.
7. Once the file is error-free, the system uploads the file. An entry is added to the report history with a status of '*Uploading*'. You will not receive additional data format error messages once you reach the status of '*Uploading*'. However, errors may be identified once the annual report updates to ETF's WEBS system. ETF staff may contact you for error resolution at that time.
8. Once the file has uploaded, a message will appear on the screen stating '*Upload Successful*' along with the total number of rows transmitted. The screen will also display Transmission Totals from the uploaded file. Review these totals for correctness, then click the **Print** button to print the Transmission Totals page for your records.

**NOTE:** You will not be able to submit the file until the click the **Print** button.

9. Click on the **Submit** button when ready to submit the file or the **Cancel** button to cancel the process and return to the Upload screen where another upload attempt may be made. If '*Cancel*' is selected, the system updates the record history with a status of '*Cancelled by User*'.

**NOTE:** If for any reason the upload is interrupted, the system updates the status of the record history to '*Upload Failed*'.

10. Once the file is submitted, record history is updated with a status of '*Processing*'. Click the **Refresh** button to view the updated status or log back on at a later time. Processing usually takes a few minutes to complete, but may take up to 24 hours depending on heavy volume of reports being submitted. If any previous upload attempts have a current status of '*Uploading*', '*Processing*', or '*Validated, Under User Review*' you will not be allowed to attempt a new upload and a message will appear on the screen stating this.
11. The status message '*Processing Complete*' will appear when the file is successfully processed and transmitted to ETF and you will no longer be able to load an adjustment to the file. In the event adjustments are necessary, please contact ETF. (See below for contact information.)
12. If you administer WRS for more than one employer, you can submit the annual report for each WRS employer by clicking the '*Switch Employer*' button. Clicking this button takes you to Annual Report Submission Employer Log In screen where you can put the new employer number. Repeat steps 1 through 11 above to submit annual report for another employer.

13. For questions or information regarding this application, please contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900.

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**CHAPTER 11 – WRS CONTRIBUTION REMITTANCE**

**1100 Introduction**

**1101 Automated Clearing House Direct Withdrawal**

**1102 Submit the WRS Contribution Remittance**

**1103 Message Codes**

**1100 Introduction**

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

The WRS Contribution Remittance application will give employers the ability to securely transmit *WRS Monthly Remittance Reports* (ET-1515) to ETF via the Online Network for Employers (ONE) site. In addition, this application will allow employers to:

- Select a payment date or default to the statutory due date.
- Make the contribution payment to ETF via an Automated Clearing House (ACH) Direct Withdrawal.
- Print confirmation reports of the on-line 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.
- Allows employers to make payment at the end of last monthly pay period with money transfer at the end of the month.

**1101 Automated Clearing House Direct Withdrawal**

Employers must submit an *Automated Clearing House Direct Withdrawal Authorization* (ACH) (ET-1734) with the *Online Network for Employers Security Agreement* (ET-8928) 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 *Online Network for Employers Security Agreement* when submitting to ETF for authorization.

**1102 Submit the WRS Contribution Remittance**

1. Review employer detail section at the top of the screen for accuracy of WRS agent data.
2. Select either ***Regular*** or ***Supplemental***.
3. Verify ***Reporting Month***.

4. Request **Transfer Date** or **Default Date** (Supplemental Remittance requires Transfer Date).
5. Key in **Earnings** amounts by Employment Category.
  - a. Negative amounts must be preceded by a minus sign.
  - b. Decimal points required.
  - c. Do not use commas.
6. Key in **Contribution** amounts by Employment Category.
  - a. Negative amounts must be preceded by a minus sign.
  - b. Decimal points required.
  - c. Do not use commas.
7. **Invoice payments** require Invoice number only. (You must pay or take credit for the complete invoice)
8. Select **Submit** when input data keying is completed.
9. **Review** Information and check Transfer Date.
10. Select **Confirm** after reviewing your information.
11. **Print** screen for your records.
12. Select **Logout**.

### 1103 Message Codes

The following table describes error messages you may encounter when accessing and completing the WRS Contribution Remittance application and the condition that produced the error message.

If you feel you have received this message in error, please call the Department of Employee Trust Funds	User ID is incorrect or has not been authorized.
The Number you entered is not a valid Employer Number. Please enter all seven digits.	The Employer Identification Number (EIN) you entered is not complete. The field requires all seven digits of your EIN.
The Number you entered is not a valid Employer Number.	The EIN entered does not exist on ETF's tables; please recheck your EIN.
We have not yet received your routing number. Please call ETF for assistance during normal business hours.	
The Department of Employee Trust Funds has not set up contribution rates.	Current year contribution rates have not been set up yet. Contact ETF during normal business hours.
A report has already been submitted today for this employer. To submit a supplemental report, please wait until tomorrow.	Only one report can be submitted per day. A report associated with your EIN has already been submitted.

Requested transfer date is not a valid date. Leave blank for default date, or enter as MMDDCCYY.	Please follow the proper transfer date format. Leaving the field blank will result in use of the default date.
Requested transfer date is not a banking date. Leave blank to use the default date, or enter as MMDDCCYY.	The transfer date entered must be a banking date. Please reenter or leave blank to use the default date.
Requested transfer date must be at least 4 banking days into the future. Leave blank to use the default date, or enter as MMDDCCYY.	Transfer date entered is in the past or leaves insufficient transfer time. Please reenter or leave blank to use default date.
Requested transfer entered is more than one month into the future. Leave blank to use the default date, or enter as MMDDCCYY.	Transfers cannot be dated over one month into the future. Rekey your transfer date or leave blank to use the default date.
Reporting month is not valid (01 to 12). You must enter a month for which you have reported earnings or contributions for the current year.	Check the Reporting Month and Year field for proper date and reenter.
A supplemental report cannot be entered for the reporting month indicated. You must enter a month for which you have reported earnings or contributions for the current year.	A supplemental report can only be submitted for a month in which a report was previously submitted. Please verify the reporting month you are attempting to adjust and reenter.
The General, Educ. Support Pers. Category Earnings Amount is Invalid.	The amount entered must be numeric, less than \$999,999,999.99 (and greater than - \$999,999,999.99). You must enter the decimal point and following cents.
General Earnings Amount times the contribution rate <i>[amount calculated]</i> does not equal the contributions you have reported. To accept earnings and contributions as keyed, check OK in override box and resubmit.	Contributions do not equal the earnings entered times the contribution rate. Override box not checked.
An over/under payment notice (ET-1517) will be sent out after the 8 <sup>th</sup> day of next month.	You have overridden a calculated contribution amount, which will result in an over or under payment.
The Over or Underpayment and/or Interest Due for Late Reported Amount is Invalid	The amount must be numeric and less than \$9,999,999.99 (or greater than -\$9,999,999.99)
Additional Contributions Amount is Invalid.	The amount must be numeric and less than \$9,999,999.99 (or greater than -\$9,999,999.99)
Other Payments Amount is Invalid.	The amount must be numeric and less than \$9,999,999.99 (or greater than -\$9,999,999.99)
The Total Earnings Amount exceeds \$999,999,999.99.	Report a reduced amount and submit a Supplemental Report for the remainder.
The Grand Total Contributions Amount exceeds \$999,999,999.99.	Report a reduced amount and submit a Supplemental Report for the remainder.
The report total cannot be less than zero.	Verify and Correct entries.
The invoice number you entered is incorrect.	Verify the Invoice number and reenter.

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**CHAPTER 12 – CLOSING INFORMATION**

If you need clarification about the status of a participant's account, or a further explanation of a message received, do one of the following:

1. Contact the Employer Communication Center toll free at (888) 681-3952 or locally at (608) 264-7900. Your call will be routed to staff familiar with the application you are working with. In the event staff is unavailable, your call will be transferred to a central voice-mail box. This central voice-mail box is monitored on a regular basis, and your telephone call will be returned in a timely manner.
2. E-mail the Employer Communication Center with the direct link on the Online Network for Employers (ONE) site.
3. Fax a completed *WRS Previous Service Check* form (ET-1715). ETF's fax number is (608) 266-5801.
4. Mail your comments, suggestions, or concerns regarding the WRS Previous Service Benefit Inquiry, WRS Account Update, WRS Transaction Upload or WRS Contribution Remittance applications to:

Department of Employee Trust Funds  
Division of Trust Finance & Employer Services  
Employer Communication & Reporting Bureau  
P. O. Box 7931  
Madison, WI 53707-7931

## **APPENDIX A – WI STAT 943.70 COMPUTER CRIMES**

**(1) Definitions.** In this section:

943.70(1)(a)

(a) "Computer" means an electronic device that performs logical, arithmetic and memory functions by manipulating electronic or magnetic impulses, and includes all input, output, processing, storage, computer software and communication facilities that are connected or related to a computer in a computer system or computer network.

943.70(1)(b)

(b) "Computer network" means the interconnection of communication lines with a computer through remote terminals or a complex consisting of 2 or more interconnected computers.

943.70(1)(c)

(c) "Computer program" means an ordered set of instructions or statements that, when executed by a computer, causes the computer to process data.

943.70(1)(d)

(d) "Computer software" means a set of computer programs, procedures or associated documentation used in the operation of a computer system.

943.70(1)(dm)

(dm) "Computer supplies" means punchcards, paper tape, magnetic tape, disk packs, diskettes and computer output, including paper and microform.

943.70(1)(e)

(e) "Computer system" means a set of related computer equipment, hardware or software.

943.70(1)(f)

(f) "Data" means a representation of information, knowledge, facts, concepts or instructions that has been prepared or is being prepared in a formalized manner and has been processed, is being processed or is intended to be processed in a computer system or computer network. Data may be in any form including computer printouts, magnetic storage media, punched cards and as stored in the memory of the computer. Data are property.

943.70(1)(g)

(g) "Financial instrument" includes any check, draft, warrant, money order, note, certificate of deposit, letter of credit, bill of exchange, credit or credit card, transaction authorization mechanism, marketable security and any computer representation of them.

943.70(1)(h)

(h) "Property" means anything of value, including but not limited to financial instruments, information, electronically produced data, computer software and computer programs.

943.70(1)(i)

(i) "Supporting documentation" means all documentation used in the computer system in the construction, clarification, implementation, use or modification of the software or data.

943.70(2)

**(2) Offenses against computer data and programs.**

943.70(2)(a)

(a) Whoever willfully, knowingly and without authorization does any of the following may be penalized as provided in par. (b):

943.70(2)(a)1.

1. Modifies data, computer programs or supporting documentation.

943.70(2)(a)2.

2. Destroys data, computer programs or supporting documentation.

943.70(2)(a)3.

3. Accesses data, computer programs or supporting documentation.

943.70(2)(a)4.

4. Takes possession of data, computer programs or supporting documentation.

943.70(2)(a)5.

5. Copies data, computer programs or supporting documentation.

943.70(2)(a)6.

6. Discloses restricted access codes or other restricted access information to unauthorized persons.

943.70(2)(b)

(b) Whoever violates this subsection is guilty of:

943.70(2)(b)1.

1. A Class A misdemeanor unless subd. 2., 3. or 4. applies.

943.70(2)(b)2.

2. A Class E felony if the offense is committed to defraud or to obtain property.

943.70(2)(b)3.

3. A Class D felony if the damage is greater than \$2,500 or if it causes an interruption or impairment of governmental operations or public communication, of transportation or of a supply of water, gas or other public service.

943.70(2)(b)4.

4. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

943.70(3)

**(3) Offenses against computers, computer equipment or supplies.**

943.70(3)(a)

(a) Whoever willfully, knowingly and without authorization does any of the following may be penalized as provided in par. (b):

943.70(3)(a)1.

1. Modifies computer equipment or supplies that are used or intended to be used in a computer, computer system or computer network.

943.70(3)(a)2.

2. Destroys, uses, takes or damages a computer, computer system, computer network or equipment or supplies used or intended to be used in a computer, computer system or computer network.

943.70(3)(b)

(b) Whoever violates this subsection is guilty of:

943.70(3)(b)1.

1. A Class A misdemeanor unless subd. 2., 3. or 4. applies.

943.70(3)(b)2.

2. A Class E felony if the offense is committed to defraud or obtain property.

943.70(3)(b)3.

3. A Class D felony if the damage to the computer, computer system, computer network, equipment or supplies is greater than \$2,500.

943.70(3)(b)4.

4. A Class C felony if the offense creates a substantial and unreasonable risk of death or great bodily harm to another.

943.70(4)

**(4) Computer use restriction.** In addition to the other penalties provided for violation of this section, a judge may place restrictions on the offender's use of computers. The duration of any such restrictions may not exceed the maximum period for which the offender could have been imprisoned; except if the offense is punishable by forfeiture, the duration of the restrictions may not exceed 90 days.

943.70(5)

**(5) Injunctive relief.** Any aggrieved party may sue for injunctive relief under ch. 813 to compel compliance with this section. In addition, owners, lessors, users or manufacturers of computers, or associations or organizations representing any of those persons, may sue for injunctive relief to prevent or stop the disclosure of information which may enable another person to gain unauthorized access to data, computer programs or supporting documentation.

**History:** 1981 c. 293; 1983 a. 438, 541; 1987 a. 399.

**Judicial Council Note, 1988:** [In (2) (b) 4. And (3) (b) 4.] The words “substantial risk” are substituted for “high probability” to avoid any inference that a statistical likelihood greater than 50% was ever intended. [Bill 191 – S]  
Criminal liability for computer offenses and the new Wisconsin computer crimes act. Levy. WBB March 1983.

**Department of Employee Trust Funds  
WRS ONLINE NETWORK FOR EMPLOYERS USER MANUAL**

**APPENDIX B – ONLINE NETWORK FOR EMPLOYERS SECURITY AGREEMENT**

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

**ONLINE NETWORK FOR EMPLOYERS SECURITY AGREEMENT**

Wis. Stat. § 40.07 (1)

**REQUEST TYPE** (please check (✓) one):

- Add new employee     
  Add application access for existing employee     
  Name change for existing employee  
 Delete existing employee     
  Delete application access for existing employee

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 (ETF) 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:	<b>ETF Security Administrator Use Only</b>	
Employee Signature/Date:	Logon ID	ETF 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 requested. Please notify ETF 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. **ETF 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.

ET-8928 (REV 11/2007)

**Department of Employee Trust Funds**  
**WRS ONLINE NETWORK FOR EMPLOYERS USER MANUAL**

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**APPENDIX C – ONLINE NETWORK FOR EMPLOYERS MESSAGE CODES**

<b>MESSAGE</b>	<b>DESCRIPTION</b>
User not authorized	<p>The UserIDs specified is not authorized to use this server. Please enter a valid UserIDs and password or contact us for a valid UserIDs and password.</p> <p>THIS SYSTEM IS FOR AUTHORIZED USERS ONLY; SYSTEM ACCESS IS MONITORED, BY USING THIS SYSTEM YOU EXPRESSLY CONSENT TO THIS MONITORING. EVIDENCE OF UNAUTHORIZED ACCESS WILL BE PROVIDED TO THE APPROPRIATE LAW ENFORCEMENT AGENCIES.</p>
Access Revoked – Your User ID's Access has been revoked.	<p>If you encountered problems, please call the ETF Helpdesk at (608) 264-9181 or (866) 843-9724. When calling, make sure you mention that you are trying to change your ONE LogonID that has been revoked.</p>
Internal Error Occurred	<p>An internal error has occurred. Please call the ETF Helpdesk at (608) 264-9181 or (866) 843-9724 to report that an error occurred while trying to change your password.</p>
Invalid New Password Entered	<p>The new password you have entered does not meet our standard password guidelines. Press the <i>'Try Again'</i> button and enter a valid new password that meets the Password Rules described in subchapter 202.</p>
Password Successfully Changed	<p>Your password has been changed. You will need to re-enter your ONE address or application (URL). When prompted, you will need to enter your user name and your new password to access your application.</p>