



# New Employer Agent/Contact Wisconsin Retirement System Training Checklist

Wisconsin Department  
of Employee Trust Funds  
PO Box 7931  
Madison WI 53707-7931  
1-877-533-5020 (toll free)  
Fax 608-267-4549  
etf.wi.gov

Complete this checklist if you are a new employer agent or your employer's new retirement/insurance contact with the Department of Employee Trust Funds. Contact ETF with any questions. Employer resources can be found online at [etf.wi.gov/employers.htm](http://etf.wi.gov/employers.htm).

Employer Information
Name
Employer ETF ID

**Designation of Agent ([ET-1313](#))**

This form is a written designation authorizing an agent and/or contacts to act on the WRS participating employer's behalf in all matters pertaining to the WRS and all other ETF administered programs, if applicable. Email completed form to [ETFSMBEmployerSecurityAccess@etf.wi.gov](mailto:ETFSMBEmployerSecurityAccess@etf.wi.gov).

**Online Access Security Agreement ([ET-8928](#))**

This form provides access to the [Online Network for Employers \(ONE\) Site](#) applications. These applications are used to report information to ETF. Email the completed form to [ETFSMBEmployerSecurityAccess@etf.wi.gov](mailto:ETFSMBEmployerSecurityAccess@etf.wi.gov).

You will receive an email from your WRS case manager containing your IAM username and a phone call from your case manager with a temporary password. You will then need to activate your account.

**WRS Applications on the Online Network for Employers (ONE) Site**

To gain access to WRS applications, please be sure to complete the [Online Network for Employers Security Agreement \(ET-8928\)](#) and check the applications that you should be authorized to access.

- [Previous Service and Benefit Inquiry](#) allows employers to view employees' WRS participation history.
- [WRS Account Update](#) provides employers with the ability to securely transmit employee account information to ETF (i.e. enrollments, terminations, leave of absences).
- [WRS Contribution Remittance Entry](#) allows employers to transmit the required WRS Monthly Retirement Remittance Reports to ETF and make payment through the banking ACH process. Monthly Remittance Reports must be made *at least 4 business days before the last business day of the month*.
- [WRS Earnings Reports \(On-going\)](#) allows employers to view the transactions and Monthly Remittance Report amounts that have been reported to ETF for the current year.
- [myETF Benefits](#) allows employers to execute benefits transactions. This application is only for employers who offer the ETF-administered health insurance.

**IAM Account Activation**

Once you receive your IAM username and temporary password, log on to <https://eiam.wisconsin.gov/> and follow the instructions to activate your account. Refer to [the IAM End User Guide](#) for more information. Contact ETF with any questions.

**ETF E-mail Updates**

All employer agents are required to sign up for ETF E-mail Updates. ETF delivers *Employer Bulletins* and other important employer announcements *exclusively* through ETF E-mail Updates. Visit the [ETF website](#) and choose your employer type (state or local). Enter your contact information in the *E-mail Address* box.

**Wisconsin Retirement System Administration Manual ([ET-1127](#))**

This employer manual is a reference source intended to aid your administration of, and participation in, the WRS. Its contents are based on state statute and administrative code, and contain guidelines and instructions relevant to administrative and reporting practices of the WRS (Chapters 3, 4, 5, 8 and 14 should be reviewed as soon as possible).

**ETF-Administered Benefits (if applicable)**

If your agency participates in the health, life and/or income continuation insurance programs through ETF, information for those programs are found on the [ETF website](#) under the *Insurance Programs* tab.

**Employer Training**

In-person WRS trainings and webinars are regularly available to assist with your transition as new WRS agent or contact. If you have any questions about attending a training session, email [ETFSMBEmployerTraining@etf.wi.gov](mailto:ETFSMBEmployerTraining@etf.wi.gov).

- *Live Webinars*: Check the webinar schedule and [register online](#).
- *Recorded Webinars*: Recorded WRS webinars are available on demand at the [Employer Training](#) section of the ETF website.

**Employer Forms and Brochures**

All the required forms and additional information can be found on the [ETF website](#).

All WRS-participating employers are assigned a WRS case manager and an insurance case manager (if applicable) to assist with any questions. Please contact ETF at 1-877-533-5020 (toll free) or 608-266-3285 (local Madison), option 2 for employers, with questions.