

USERRA Make-up Contributions Monthly Tracking Report

Employers should use this report to document monthly installments of prior year employee and employer make-up contributions made in connection with an employee who returns from a military leave of absence and elects his or her rights under USERRA to pay back a percentage of the WRS employee-required contributions dating to the employee's leave. This form is not required if the total employee and employer contributions are paid in a lump sum and recorded on the remittance report in the month the employee returns.

Send this form each month that USERRA prior year employee-required and employer-required make-up WRS contributions are submitted on line 4 (Other Payments) of the employer's monthly remittance report on the ONE Site.

Employee name:	
Social Security number:	Member ETF ID:
Employer name:	
Employer number:	
Person submitting this form:	
The _____ (month), 20____ monthly remittance report includes the following USERRA employee-required and matching employer-required make-up WRS contributions: Employee-required _____ (amount) Employer-required _____ (amount) (Include duty disability, previous service balance, and sick leave credit contributions if applicable. Please refer to your employee's USERRA estimate for instructions on calculating the employer-required total.)	

Please submit this form to ETF via mail, fax or email:

Employer Communications Center fax: 608-266-5801

Email: ETFSMBEmployerWRS@etf.wi.gov