



Employer

All WRS Employers
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Bulletin

Employer Communication Center (608) 264-7900 Toll free: 1-888-681-3952 <http://etf.wi.gov>

Acts 10 and 32: 2011 WRS Reporting Available Soon

Note: Check ETF's Internet site for actual deployment date. To receive e-mail notification of *Employer Bulletins*, as well as other WRS updates, check ETF's Internet site for the red envelope or sign up at: <https://public.govdelivery.com/accounts/WIDETF/subscriber/new?pop=t>

Acts 10/32 made changes to Wisconsin Retirement System (WRS) contribution rates and the allocation of these contributions to WRS member accounts. The changes apply to all WRS members and employers, regardless of whether there was a collective bargaining agreement in place prior to June 29, 2011. The WRS contribution rate changes brought about by the Acts are listed in the table below and are effective the first full pay period on or after June 29, 2011.

This mid-year change to the WRS rate allocation required the development of a reporting mechanism to distinguish between pre- and post- Acts 10/32 hours and earnings for 2011. ETF determined that the most accurate way to accomplish this was to create new employment categories for all employees. Pre-Acts 10/32 hours and earnings will be reported under the old employment categories and post-Acts 10/32 hours and earnings will be reported under the new employment categories.

2011 WRS CONTRIBUTION RATES

Employment Category	<i>Before June 29, 2011</i>				<i>June 29, 2011 and After</i>		
	EERC	BAC	ERRC	Total*	EERC	ERRC	Total*
General/Teachers	5.0%	1.5%	5.1%	11.6%	5.8%	5.8%	11.6%
Protective w/SS	5.8%	0%	8.9%	14.7%	5.8%	8.9%	14.7%
Protective w/out SS	4.8%	0%	12.2%	17.0%	5.8%	11.2%	17.0%
Elected/Executive	3.9%	0%	9.4%	13.3%	6.65%	6.65%	13.3%

**This total does not include prior service, duty disability or sick leave rates, if applicable.*

Current WRS Employment Categories		New WRS Employment Categories Under WI Act 10	Elected Official/Judge Under WI Act 10 & New Term of Office
00	General Employee	30	N/A
01	Court Reporter (used only by state agencies)	31	N/A
02	State Executive Retirement Plan (used only by state agencies)	32	N/A
03	Protective Occupation under Social Security	33	N/A
04	Protective Occupation NOT under Social Security	34	N/A
05	Supreme Court Justice	35	45
06	Legislative / State Constitutional Officers includes Dist. Attorneys	36	46
07	Appellate Judge	37	47
08	Circuit Court Judge	38	48
09	Local Elected Official or Person Appointed to Fill Elected Position	39	49
10	Teacher	40	N/A
11	State Teacher Executive Plan (State Agencies Only)	41	N/A
12	Educational Support Personnel	42	N/A

2011 WRS Reporting: What is Needed?

Mass Employment Category Change and 2011 Annual Report

The new allocation of WRS contributions went into effect the first full pay period on or after June 29, 2011. All active employees as of June 29, 2011, and all employees terminated after June 29, 2011 (or any periodic transaction after June 29, 2011), must be included in the Mass Employment Category Change file submitted to ETF in order to switch each employee to their new WRS employment category.

The date of the employment category change, listed on our applications as the last payroll date, will be the last day of the pay period prior to the first full pay period on or after June 29, 2011. Hours and earnings associated with all pay periods prior to your agency's first full pay period on or after June 29, 2011 must be reported under the old employment category on the Mass Employment Category Change. Hours and earnings associated with the first full pay period on or after June 29, 2011 through the end of 2011 must be reported under the new employment category on the 2011 Annual Report.

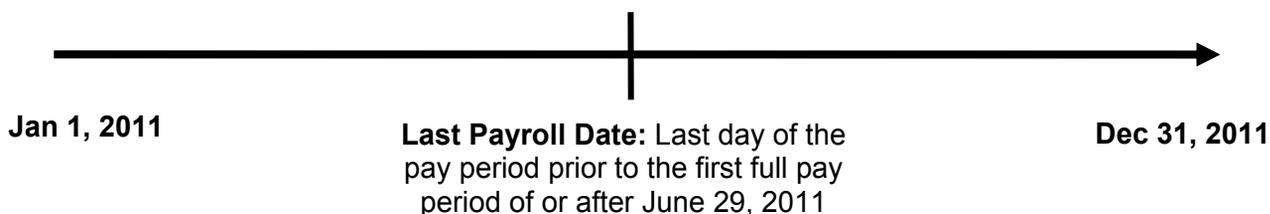
Calendar Year 2011 Overview

Employment Category Change:

WRS earnings from Jan 1, 2011 until beginning of first pay period on or after June 29, 2011

Annual Report: WRS earnings

from first pay period on or after June 29, 2011 until Dec 31, 2011



Timeline:

- The Mass Employment Category Change must be submitted as soon as possible.
- The Mass Employment Category Change **must be completed and verified by ETF staff prior to submitting your annual report for 2011**. ETF staff will contact all employers to confirm that all employees have been moved into the new employment category and to let employers know when they may submit their Annual Report to ETF. Employers will have the same reporting options for their Annual Report as they did for the Mass Employment Category Change.
- The target date for submission of your 2011 WRS Annual Report is February 24, 2012. However, this date is dependent on when ETF staff verifies each employer's Mass Employment Category Change. ETF staff will assist employers throughout this reporting and reconciliation period.
- The due date for the December 2011 WRS *Remittance Report* remains January 31, 2012 for local WRS employers and January 20, 2012 for state agencies.
- Your assistance will be required to ensure that your employees' annual *Statements of Benefits* are accurate and complete. It is critical that you are available during annual reconciliation to resolve reporting-related issues in a timely fashion when we contact you. Your assistance is greatly appreciated.
- 2011 Reconciliation Process: Each month, employers submit WRS *Monthly Remittance Reports*

that show total monthly earnings (by employment category). They do not show individual earnings.

Throughout the year, employers report individual employee earnings transactions to ETF. These include earnings from all normal periodic transactions (terminations, deaths, etc.), the Mass Employment Category Change, and the 2011 Annual Report.

At year's end, individual earnings detail is reconciled to employment category earnings as reported on the 12 WRS *Monthly Remittance Reports*. These totals must be equal.

- 12 WRS *Monthly Remittance Reports* = Periodic Transactions + Mass Employment Category Change + Annual Report.

Training and Resources:

Wisconsin Retirement System – ACTS 10 and 32 Employee Category Changes and Reporting

Webinar Training:

- <https://student.gototraining.com/1360y/catalog/109678767>

Topics include:

Employment Category Changes:

- Why the changes were implemented
- How these changes will affect employers
- How ETF is handling the changes

Mid-Year Reporting:

- Why mid-year reporting is critical and mandatory
- Mid-year reporting requirements
- How to report

Mediasite Presentation:

- <http://etfmedia.wi.gov/main/Viewer/?peid=0ed99797c8cd44c581aef28eedc8a499%20>

Instruction Sheets: (see attached or use the link below)

- http://etf.wi.gov/employers/ht_category_change.htm

FAQ from Webinar Trainings:

- <http://etf.wi.gov/employers/ecc-faq.pdf>

Employers who use the Transaction Upload Application (Online Network for Employers site), please see Appendix A of the *WRS Administration Manual* (ET-1127) for minor changes in the data format needed to successfully report both the employment category change and the annual report.

- <http://etf.wi.gov/employers/wrsappendixa.pdf>

Summary

Thank you in advance for your patience and understanding regarding the implementation of the recent law changes and for making 2011 WRS reporting a priority. ETF staff will be available to assist you with reporting and reconciliation challenges that you may encounter in the coming weeks.

Please do not hesitate to contact the Employer Communication Center with questions toll-free at (888) 681-3952 or locally at (608) 264-7900.

Account Update Category Change Instructions

This procedure works best for employers with less than five employees. Enter employees one by one.

- ① Go to One site and click on **“WRS Account Update.”**
 - Enter User ID and Password when prompted and click on **“Login.”**
 - Enter the Employer Number when prompted and click on **“Submit.”**
- ② Click on **“ACT 10/32 Mass Employment Category Changes.”**
- ③ The report date will populate with the current date.
- ④ The employee information will populate.
 - The system will retrieve the active employee list for you and display the information for the first employee on the list.
- ⑤ The new employee category will populate with the new employee code.
- ⑥ **Enter Date** – Last day of the pay period prior to the first full pay period on or after June 29, 2011.
- ⑦ Action code will populate.
- ⑧ Enter Hours and Earnings accumulated in all pay periods prior to the first full pay period on or after June 29, 2011.
- ⑨ Click **“Save”**
 - Save will update the row in the active employee list for that employee and display the next record in the active employee list.
 - After the last “pre-filled” employee entry has been saved the “Act 10/32 Employment Category Change Review Page” will appear.
 - This is when you can add employees not on the “pre-filled” list and review the transactions before final submission.
 - You may select an employee from this list to review and/or update individually. Save will take you back to the review form.
- ⑩ Click **“Summary”**
 - This will take you to the Act 10/32 Employment Category Change Summary Form.
 - You can print or review again. When you are satisfied with the report Click **“Final Submit.”**
 - This will submit the report to ETF and the message “All transactions have been submitted to ETF for update” will display.

Transaction Upload



There are two ways to create the necessary file for submission:

1. Create the file from payroll systems; or
2. Use the file ETF creates.

To use the file ETF creates:

- ❶ Go to One site.
- ❷ Click on **“WRS Earnings Reports (On-going).”**
- ❸ Enter User ID and Password when prompted and click on **“Login.”**
- ❹ Enter the Employer Number when prompted and click on **“Submit.”**
- ❺ Enter **“2011”** within **“Select the Year to View the Reports”** and **“Employment Category Change Pre-List”** within **“Select the Report to View.”**
- ❻ Click **“Export to Excel.”**
- ❼ Enter the required fields.

Fields Required for Transaction Upload

- | | |
|--------------------------------------|---|
| ◆ Social Security Number | ◆ Employee Paid BAC if applicable |
| ◆ Employer ID Number | ◆ Additional Contributions Core if applicable |
| ◆ Report Date | ◆ Additional Contributions Variable if applicable |
| ◆ Transaction Identifier | ◆ Employer Paid Additional Core if applicable |
| ◆ Action Code (Trans Type) | ◆ Employer Paid Additional Variable if applicable |
| ◆ Action Date* | ◆ New Employment Category |
| ◆ Employment Category | ◆ Pre-Tax EERC if applicable |
| ◆ Last Name | ◆ Pre-Tax BAC if applicable |
| ◆ First Name | ◆ Date Stamp |
| ◆ Fiscal Year Hours if applicable | ◆ Time Stamp |
| ◆ Fiscal Year Earnings if applicable | |
| ◆ Calendar Year Hours | |
| ◆ Calendar Year Earnings | |
| ◆ Employee Paid EERC if applicable | |

*This is the last date of the pay period that Pre Act 10 contribution rates apply. (This pay period would be the one prior to the first full pay period on or after June 29, 2011.)

- ❸ Save as type will be CSV (Comma delimited) (*.csv).

Submission Process

- ➊ Go to One site.
- ➋ Click on “**WRS Transaction Upload.**”
- ➌ Enter User ID and Password when prompted and click on “**Login.**”
- ➍ Enter the Employer Number when prompted and click on “**Submit.**”
- ➎ Within “Select Employment Category Change Report to Upload” click “**Browse**” and select the file saved with the employment category changes.
- ➏ Click on “**Upload.**”
- ➐ Report Submission screen will populate.
 - On the bottom of the Report Submission screen “**Check**” the User Agreement box
- ➑ Click “**Submit.**”

The Department of Employee Trust Funds does not discriminate on the basis of disability in the provision of programs, services or employment. If you are speech or hearing impaired and need assistance, call the Wisconsin Relay Service toll free at 7-1-1 or 1-800-947-3529 (English) 1-800-833-7813 (Español). If you are visually or cognitively impaired, call 1-877-533-5020 or (608) 266-3285 locally. We will try to find another way to get the information to you in a usable form.

This *Employer Bulletin* is published by the Wisconsin Department of Employee Trust Funds. Questions should be directed to contact persons listed in the *Bulletin*, or to the Division of Retirement Services (DRS). Call Matt Stohr, DRS administrator, at (608) 266-1210. Employer agents may copy this *Bulletin* for further distribution to other payroll offices, subunits or individuals who may need the information. Copies of the most recent *Employer Bulletins* are available on our Internet site at the following URL: <http://etf.wi.gov/employers.htm>

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