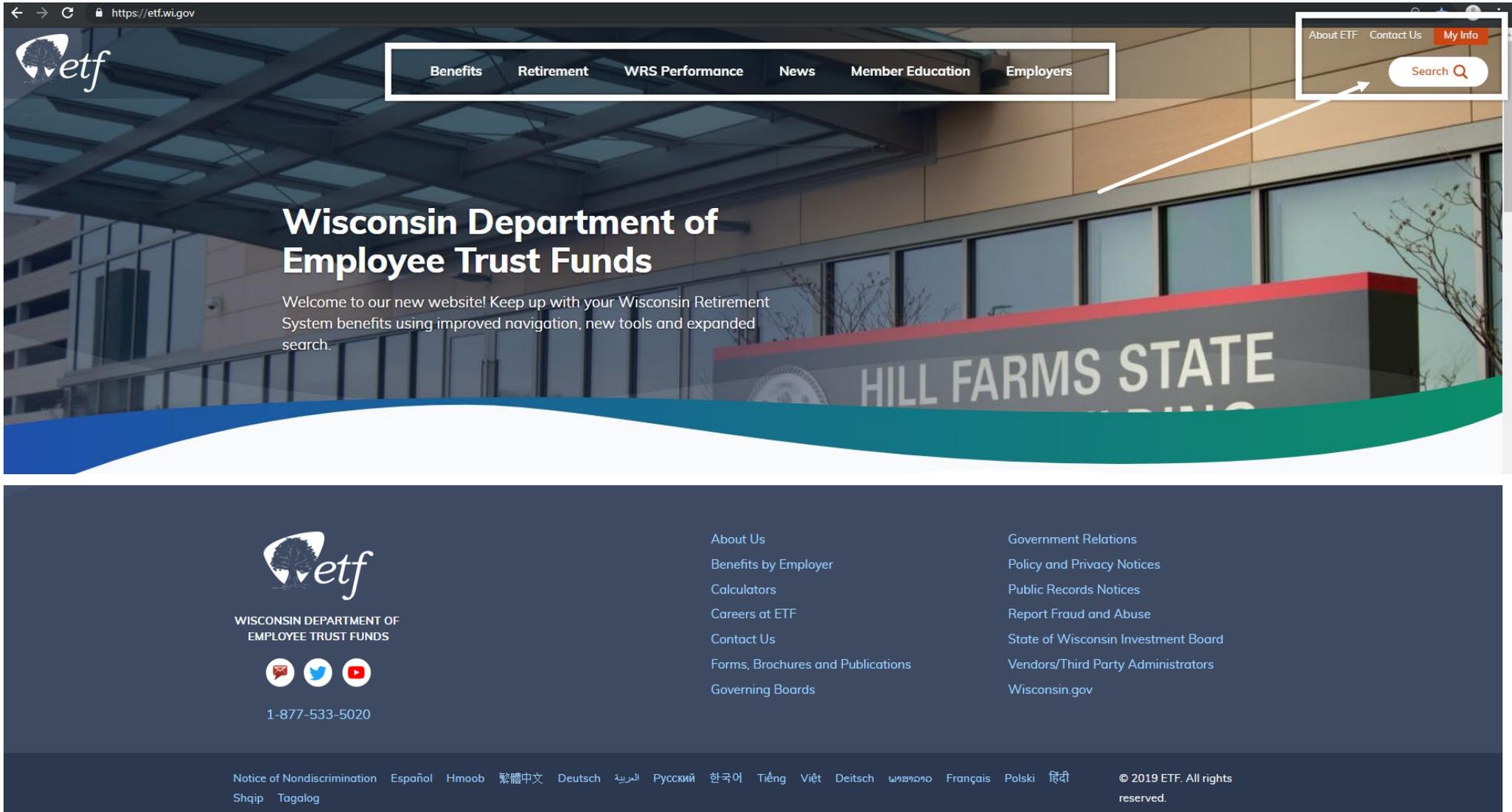


Navigating ETF's Redesigned Website

Amber Condon, Employer Trainer
Employer Services, WRS Unit





General Navigation Tips



The screenshot shows the ETF website's search interface. At the top, the URL is https://etf.wi.gov/search?search_api_fulltext=wrs+manual#. The navigation bar includes links for About ETF, Contact Us, My Info, Benefits, Retirement, WRS Performance, News, Member Education, and Employers. A search bar in the top right contains the text 'WRS Manual' and a search icon. Below the search bar, the main content area displays search results. On the left, a 'Filters' section is visible, with a green arrow pointing to it. The filters include 'Keywords' (with 'wrs manual' entered), 'Audience' (with 'Active Employee', 'Retiree', 'Other Benefit Recipient', 'Board Member', 'Local Employer', and 'State Employer' listed), and 'Benefit Program' (with 'Accumulated Sick Leave' and 'Group Health Insurance' listed). The search results show three items: 1) 'ET-1127 MANUAL LOCAL EMPLOYER / STATE EMPLOYER Wisconsin Retirement System Administration Manual' with a description: 'This manual is a reference source intended to aid employer's administration of and participation in the WRS.' 2) 'ET-1119 MANUAL STATE EMPLOYER Income Continuation Insurance Administration Manual - State' with a description: 'The ICI Program is authorized by Wis. Stat. §§ 40.61 and 40.62, and is administered according to the plan provisions between the Group Insurance Board and the program's third-party administrator.' 3) 'ET-1145 MANUAL LOCAL EMPLOYER The Wisconsin Public Employers Income Continuation Insurance Administration Manual' with a description: 'The ICI Program is authorized by Wis. Stat. §§ 40.61 and 40.62, and is administered according to the plan provisions between the Group Insurance Board and the program's third-party administrator.' A 'Snipping Tool' watermark is visible at the bottom of the screenshot.

Using Search



<https://etf.wi.gov/resource/wisconsin-retirement-system-administration-manual>

etf

About ETF Contact Us My Info

Benefits Retirement WRS Performance News Member Education Employers

Search Q

Wisconsin Retirement System Administration Manual

Wisconsin Retirement System Administration Manual

ET-1127

Open PDF

Summary

This manual is a reference source intended to aid employer's administration of and participation in the WRS.

<https://etf.wi.gov/employers>

etf

Benefits Retirement WRS Performance News Member Education **Employers**

About ETF Contact Us My Info

Search Q

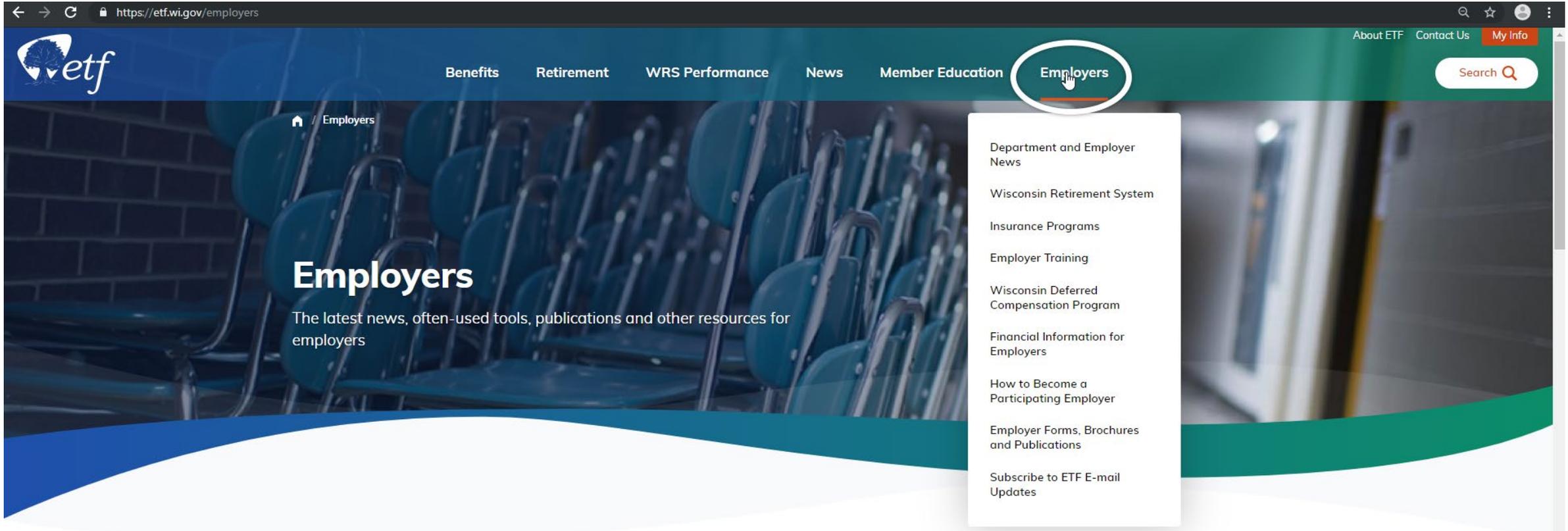
Wisconsin Department of Employee Trust Funds

Welcome to our new website! Keep up with your Wisconsin Retirement System benefits using improved navigation, new tools and expanded search.

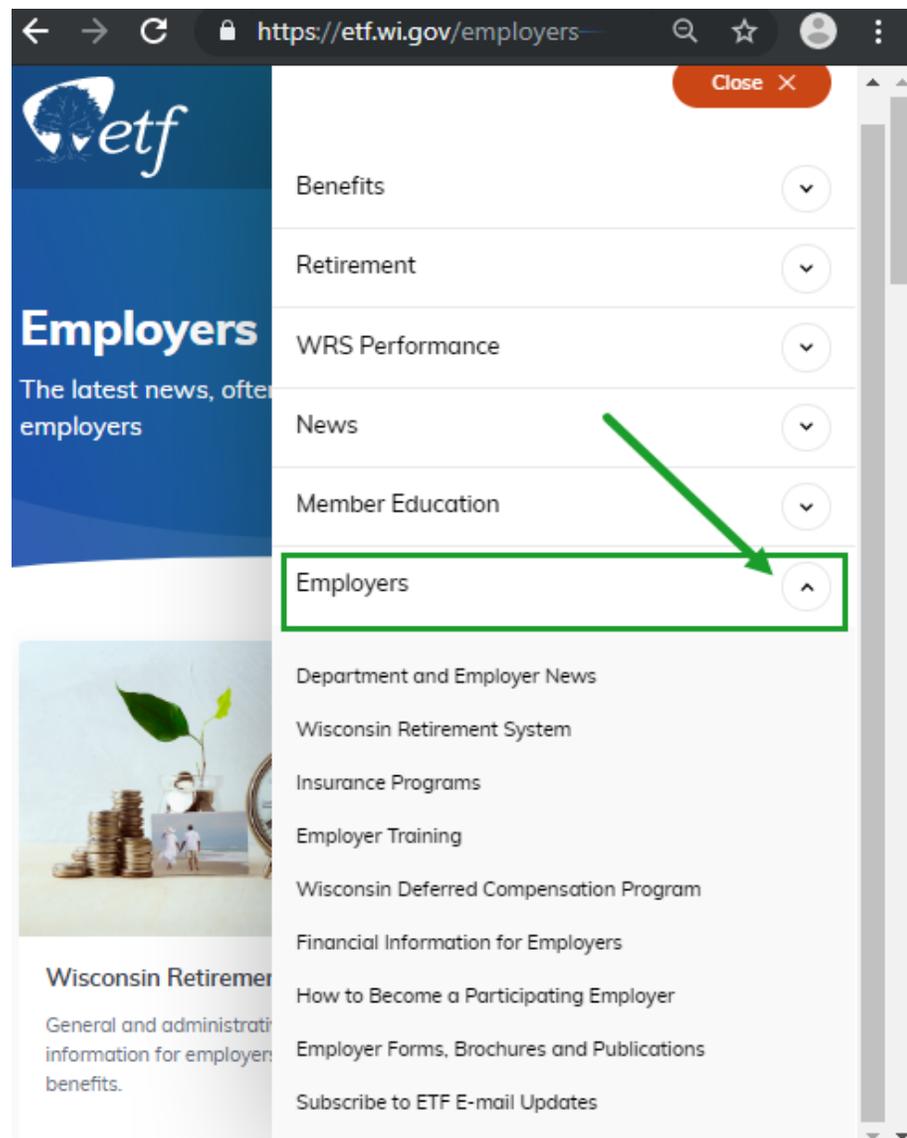
Help Me Figure Out Where to Start

Click on one of the pictures to be taken to a page that corresponds with the topic.

- Benefits Available to Me
- Planning for Retirement
- Living in Retirement
- Life Changes and My Benefits



Menu View of Employers page



Menu View of Employers page



Wisconsin Retirement System

General and administrative information for employers about WRS benefits

The WRS is administered by the Department of Employee Trust Funds and provides retirement, disability and death benefits, various insurance programs and a deferred compensation program to employees of the state of Wisconsin, school districts and participating local governments. All state agencies, including the University of Wisconsin System and the University of Wisconsin Hospitals and Clinics, participate in the WRS. Many local units of the Wisconsin government currently participate in the WRS, with new employers joining each year. This means that about 90% of public employees in Wisconsin are covered by the WRS. Participation in the WRS is open to any public employer [Wis. Stat. § 40.02 (28)]. Learn about WRS Eligibility Criteria in Chapter 3 of the Wisconsin Retirement System Administration Manual (ET-1127).

Learn how the WRS pension plan works in a general overview. Along with this page are links to planning, applying, and living in retirement. These pages help members understand and use this benefit to their best advantage.

[The WRS Retirement Benefit](#)

ETF Web Applications for Employers

Use these applications to perform tasks for the administration of Wisconsin Retirement System retirement benefits.

[Read More](#)

Employers: WRS Contribution Rates

This page provides resources for employers regarding employer and employee contribution rates.

[Read More](#)

Related Resources

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

[Employers: Financial Information](#)
[New Employee Benefit Checklist \(ET-2572\)](#)

[Previous Service and Benefit Inquiry](#)

Employers

[Department and Employer News](#)

[Wisconsin Retirement System](#)

[Insurance Programs](#)

[Employer Training](#)

[Wisconsin Deferred Compensation Program](#)

[Financial Information for Employers](#)

[How to Become a Participating Employer](#)

[Employer Forms, Brochures and Publications](#)

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Additional Navigation Tips





Wisconsin Retirement System of Employee

Welcome to our new website. The Wisconsin Retirement System benefits using improved search. Wisconsin Retirement System and expanded

- WRS Retirement Benefit
- Saving for Retirement
- Planning for Retirement
- Living in Retirement
- Wisconsin Deferred Compensation Program
- Calculators

Help Me Figure Out Where to Start

Click on one of the pictures to be taken to a page that corresponds with the topic.





Planning for Retirement

Start your journey toward retirement

Deciding to retire may be the hardest part of the entire process. ETF can help you master the next steps so that you make decisions that are right for you. See our [Retirement Checklist](#), [When Can I Retire?](#) and [Annuity Payment Options](#) pages to help your through the process. If you are ready to retire, begin the process by requesting an estimate. See the information box below.

If you are still deciding whether or not to retire, check out our [Am I Ready to Retire?](#) video or read over the [Applying For Your Retirement Benefit \(ET-4106\)](#) or [WRS Guide to Retirement \(ET-4133\)](#) brochures to help you in the decision making process.

If you decide to end WRS employment due to a disability, contact ETF about your eligibility for disability benefits **before** applying for a retirement benefit. Taking a retirement benefit may affect your eligibility for disability benefits. See the [Disability Benefits](#) page for more information.



Request an Official Estimate of Benefits

If you are within 12 months of your minimum retirement age, take the first step in the application process and request an official estimate. Complete one of the estimate request forms below or call a benefits specialist at 1-877-533-5020.

Plan ahead: It may take up to 6 weeks for a retirement estimate to be processed.

Online Form

Paper Form



- Events
- Videos
- Forms, Brochures and Publications**

Filters

Use the filter fields to narrow the results shown.

Keywords

Publication Number

Audience

- Any -
- Any -**
- Active Employee
- Retiree
- Other Benefit Recipient
- Board Member

- 18ET-2156** BROCHURE | RETIREE / LOCAL EMPLOYER
It's Your Choice Local Annuitant Health Program (LAHP) Decision Guide 2018
2018 It's Your Choice Local Annuitant Health Program decision guide for certain local retirees and surviving dependents
- 19ET-2156** BROCHURE | RETIREE / LOCAL EMPLOYER
It's Your Choice Local Annuitant Health Program Decision Guide 2019
2019 It's Your Choice Local Annuitant Health Program decision guide for certain local retirees and surviving dependents
- 18ET-2158** BROCHURE | ACTIVE EMPLOYEE / RETIREE / LOCAL EMPLOYER
It's Your Choice Local Deductible Plan Decision Guide 2018
2018 It's Your Choice local deductible plan group health insurance decision guide for local employees and retirees
- 19ET-2158** BROCHURE | ACTIVE EMPLOYEE / RETIREE / LOCAL EMPLOYER
It's Your Choice Local Deductible Plan Decision Guide 2019
2019 It's Your Choice local deductible plan group health insurance decision guide for local employees and retirees
- 18ET-2168** BROCHURE | ACTIVE EMPLOYEE / RETIREE / LOCAL EMPLOYER
It's Your Choice Local Health Plan Decision Guide 2018
2018 It's Your Choice local health plan group health insurance decision guide for local employees and retirees





Was this page helpful?

Yes No

What can be improved?

Submit

Was this page helpful?



Employers

The latest news, often-used tools, publications and other resources for employers



Wisconsin Retirement System

General and administrative information for employers about WRS benefits.



Insurance Programs

General and administrative information for employers about insurance benefits.



Department and Employer News

View recent department and employer news or search for specific news by keyword, audience and date.



<https://etf.wi.gov/employers/wisconsin-retirement-system>

The screenshot shows the website for the Wisconsin Retirement System (WRS) for employers. The page has a dark blue header with the ETF logo on the left and navigation links for Benefits, Retirement, WRS Performance, News, Member Education, and Employers on the right. A search bar is also present. Below the header, a breadcrumb trail shows 'Employers / Wisconsin Retirement System'. The main content area features a large blue and green banner with the title 'Wisconsin Retirement System' and a subtitle 'General and administrative information for employers about WRS benefits'. The main content is divided into three columns. The left column contains a paragraph about the WRS, a 'Read More' button for 'The WRS Retirement Benefit', a section for 'ETF Web Applications for Employers' with another 'Read More' button, and a section for 'Employers: WRS Contribution Rates' with a 'Read More' button. The middle column has a 'Related Resources' section with links to the 'Wisconsin Retirement System Administration Manual (ET-1127)', 'Employers: Financial Information', 'New Employee Benefit Checklist (ET-2572)', and 'Previous Service and Benefit Inquiry'. The right column is a sidebar titled 'Employers' with a dropdown arrow, containing links for 'Department and Employer News', 'Wisconsin Retirement System', 'Insurance Programs', 'Employer Training', 'Wisconsin Deferred Compensation Program', 'Financial Information for Employers', 'How to Become a Participating Employer', 'Employer Forms, Brochures and Publications', and 'Subscribe to ETF E-mail Updates'.





Employers

The latest news, often-used tools, publications and other resources for employers



Wisconsin Retirement System

General and administrative information for employers about WRS benefits.



Insurance Programs

General and administrative information for employers about insurance benefits.



Department and Employer News

View recent department and employer news or search for specific news by keyword, audience and date.



<https://etf.wi.gov/employer-news>

etf

Benefits Retirement WRS Performance News Member Education Employers

About ETF Contact Us My Info Search

Department and Employer News

See the [Employer Bulletins listing](#) to search bulletins prior to June 2019.

Filters
Use the filter fields to narrow the results shown.

Keywords

Audience
- Any -

Start

End

Submit

Department News | Jul. 2, 2019 12:00AM |

Office Closures Observe Independence Day

ETF, including all customer service phone lines, will be closed for business Thursday, July 4, 2019, due to the Fourth of July holiday. Wisconsin Retirement System members are encouraged to use the ETF website to view and print forms, brochures and other information. Regular office hours and Customer Service Call Center hours (see below) will resume on Friday, July 5.

Office Hours: 7:45 a.m. - 4:30 p.m., Monday through Friday
Customer Service Call Center Hours: 7:00 a.m. - 5:00 p.m., Monday through Friday

Department News | JUN 27, 2019 12:00AM |

WRS Contribution Rates to Increase Slightly in 2020

Required contribution rates for Wisconsin Retirement System employers and employees will increase slightly in 2020. The Employee Trust Funds Board approved the rate changes June 20, following an annual report by the retirement system's consulting actuary.

Employer News | JUN 27, 2019 12:00AM |

WRS Regional Employer Training Sessions: 2019

ETF is conducting free WRS employer training sessions for employers throughout the state. This training is beneficial for employers new to the administration of the WRS and for more experienced employers who have been working with the WRS for several years and would like a WRS refresher.

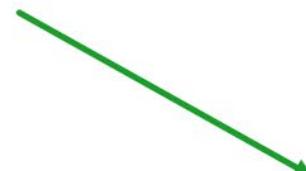
Employer News | JUN 27, 2019 12:00AM |

Employee Trust Funds Board Announces 2020 WRS Contribution Rates

WRS rates are increasing in 2020 primarily due to lower than expected investment performance and changes in actuarial assumptions. For more information about the 2020 rates, the actuarial valuation report and presentation is available in the board



Employer Bulletins



Title

Audience

- Any -

Submit

Title	Description	Audience	Date
Employer Bulletin: New, Redesigned Website Coming Soon	An exciting change is coming to ETF. Later this month, ETF will launch a redesigned website. The redesign took into account both member and employer feedback. The new site will lower customer effort across all touchpoints, providing an effortless customer experience with one stop, fewer clicks and increased satisfaction.	Local Employer, State Employer	2019-06-12

Employer Bulletin: Local Annuitant Health Program (LAHP): Insurance Option for Eligible Retirees	LAHP is available to retirees and their dependents whose employer does not participate in the Wisconsin Public Employers Group Health Insurance Program (WPE-GHIP).	Local Employer	2019-06-06
--	---	----------------	------------



Online Tools

- Employer Training >
- ETF Web Applications for Employers (formerly on the ONEsite) >
- myETF Benefits Administrator for Employers >
- Employer Contact and Online Access Management >
- Order Employer Forms >
- Subscribe to ETF E-mail Updates >



Forms and Brochures

- New Employee Benefit Checklist (ET-2572) >
- Termination Checklists >
- WRS Employer Forms >
- Health Insurance Employer Forms >
- Life Insurance Employer Forms >
- Income Continuation Insurance Employer Forms >

All Employer Forms and Brochures

Online Tools, Forms, and Brochures



Online Tools

- [Employer Training](#)
- [ETF Web Applications for Employers \(formerly on the ONEsite\)](#)
- [myETF Benefits Administrator for Employers](#)
- [Employer Contact and Online Access Management](#)
- [Order Employer Forms](#)
- [Subscribe to ETF E-mail Updates](#)



Forms and Brochures

- [New Employee Benefit Checklist \(ET-2572\)](#)
- [Termination Checklists](#)
- [WRS Employer Forms](#)
- [Health Insurance Employer Forms](#)
- [Life Insurance Employer Forms](#)
- [Income Continuation Insurance Employer Forms](#)

[All Employer Forms and Brochures](#)

Benefits Retirement WRS Performance News Member Education Employers

Home / Employers / Employer Training

Employer Training

Register for training in different formats: live webinars, recorded webinars and in-person training

ETF presents training for the administration of WRS benefits. Choose from in-person training opportunities or recorded webinars. Register using the links provided with each description. For questions regarding employer training, please contact ETFSMBEmployerTraining@etf.wi.gov.

In-Person Training

ETF conducts free Wisconsin Retirement System employer training sessions for all state agencies and local government employers. This training is for staff who are new to the administration of the WRS, as well as for more experienced staff who want to focus on more complex WRS issues.

Watch for in-person training opportunities via Employer News. If a menu does not show up when you go to the link, no training is currently available.

[Register for In-Person Training](#)

Live Webinars

When no live webinars are scheduled, please view our recorded webinars below.

Register for live training on WRS and ETF-administered benefits at the following link:

[Employer Training](#)

Recorded Webinars

Register and view recorded webinars, anytime, here. Use the keyword search to quickly find topics.

Filter table by typing keywords

Webinar Title Description Register and View Related Materials

WRS Additional Contributions	This webinar, for all WRS Employers, provides information on additional contributions. Additional contributions means any contribution made by or on behalf of a participant to the retirement system other than employee/employer required contributions.	WRS Additional Contributions
------------------------------	--	--

Employers

- Department and Employer News
- Wisconsin Retirement System
- Insurance Programs
- Employer Training
- Wisconsin Deferred Compensation Program
- Financial Information for Employers
- How to Become a Participating Employer
- Employer Forms, Brochures and Publications
- Subscribe to ETF E-mail Updates





Online Tools

[Employer Training](#)



[ETF Web Applications for Employers
\(formerly on the ONEsite\)](#)



[myETF Benefits Administrator for
Employers](#)



[Employer Contact and Online Access
Management](#)



[Order Employer Forms](#)



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Forms and Brochures

[New Employee Benefit Checklist \(ET-2572\)](#)



[Termination Checklists](#)



[WRS Employer Forms](#)



[Health Insurance Employer Forms](#)



[Life Insurance Employer Forms](#)



[Income Continuation Insurance Employer
Forms](#)



[All Employer Forms and Brochures](#)

ETF Web Applications for Employers

ETF Web Applications are used for employers to perform tasks for the administration of Wisconsin Retirement System Benefits. Use the ETF Web Applications together under each task description to complete the task.

- Previous Service and Benefit Inquiry**

The Previous Service and Benefit Inquiry application allows employers to view historical information regarding their employees' WRS participation on-line, to assist in determining insurance program eligibility, WRS Disability Status and calculating supplemental sick leave credits (some agencies only).

[Previous Service and Benefit Inquiry Application](#)
- WRS Account Update**

The WRS Account Update application provides employers with the ability to securely transmit account updates to ETF. The application includes WRS enrollment, descriptive data changes, and employee transactions.

[WRS Account Update Application](#)
- WRS Contribution Remittance Entry**

The WRS Contribution Remittance Entry Application allows employers to transmit WRS Monthly Retirement Remittance Reports (ET-550) to ETF and make payment through the banking ACH process.

[WRS Contribution Remittance Entry Application](#)
- WRS Transaction Upload**

The WRS Transaction Upload Application allows employers to upload and submit WRS reports to ETF.

[WRS Transaction Upload Application](#)
- WRS Earnings Reports (On-going)**

The WRS Earnings Reports (On-going) Application allows employers to view the WRS Transactions for open years. The application consists of eight reports including: Employee Transaction Detail, Remittance Reports By Month, Suspended Employee Transactions, Active Employee Laid-off Transactions, Listing of Over Under Entries, Listing of Active Employees With No Reported Earnings, Earnings/Contribution Reconciliation, Late Reported Earnings. See the Instructions for more information.

[WRS Earnings Reports \(On-going\) Application](#)
- WRS Earnings Reconciliation Reports (Final)**

The WRS Earnings Reconciliation Reports (Final) Application allows employers to view the WRS Annual Reconciliation Reports. The application consists of the reports including: Employee Transaction Detail, Suspended Employee Transactions, Employer Contribution Summary, Remittance Reports By Month, Listing of Over/Under Entries, Unsettled Actualized Liability Statement, Earnings/Contribution Reconciliation, Contract Statement, Late Reported Earnings. See the Instructions for more information.

[WRS Earnings Reconciliation Reports Application](#)

Was this page helpful?
Yes No

[Submit](#)



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WISCONSIN DEPARTMENT OF
EMPLOYMENT TRAINING & FINANCE
1-877-633-6030

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Government Relations
Help and Policy Issues
Public Access Matters
Report Fraud and Abuse
State of Wisconsin Investment Board
Wisconsin Trust Fund Administration
Wisconsin.gov

History of Wisconsin | Equal Opportunity | Privacy | 508(c)(2) | Contact Us | Feedback | EEO | Title IX | Web Accessibility | Privacy | 508(c)(2) | © 2016 ETF. All rights reserved.





Online Tools

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Employers [>](#)

Employer Contact and Online Access
Management [>](#)

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Forms and Brochures

New Employee Benefit Checklist (ET-2572) [>](#)

Termination Checklists [>](#)

WRS Employer Forms [>](#)

Health Insurance Employer Forms [>](#)

Life Insurance Employer Forms [>](#)

Income Continuation Insurance Employer
Forms [>](#)

All Employer Forms and Brochures

The screenshot shows the top portion of a website page. At the top is a dark blue header with the ETF logo on the left and navigation links for Benefits, Retirement, WRS Performance, News, Member Education, and Employers on the right. A search bar is also present. Below the header is a large blue banner with the title "Employer Contact and Online Access Management".

The main content area is white and contains several sections, each with a title and a brief description, followed by a red button:

- Employer Contact Information:** The Department of Labor (DOL) 1255 form is used to update employer contact information for changes to the agent, alternate agent, retirement contact, and insurance contacts on file with the Department of Employee Trust Funds. Employers are responsible for keeping this contact information up to date. [Original of Form ET 1255](#)
- Online Access Security Agreement:** The Online Access Security Agreement (OAS) form is used to add, delete, and change user account access to the Wisconsin Department of Employee Trust Funds benefit program systems. Each user is granted their own account with a unique login ID. Employees should never share a login. Changing a group of employees. Employee applications used in the administration of both the WRS and Insurance Programs are internet based on their grantee access or an employer continue to have access until ETF receives a request to delete them from our system. [Online Access Security Agreement \(OAS\)](#)
- Identity and Access Management (IAM) Site:** The Identity and Access Management (IAM) site is a management site for user logins and passwords to access the Wisconsin Department of Employee Trust Funds benefit program systems. Use the following information to perform basic user access and user logins. [Related Resources](#)
 - [Identity and Access Management User Guide](#)
 - [Online Access Security Agreement \(OAS\)](#)
- IAM Account Activation:** Activating your account or making a change to your account will take a couple of minutes to complete. Use the following link to go to the IAM Account Activation page. [IAM Account Activation](#)
- IAM Password Reset/Account Unlock:** You may need to reset your account for two reasons:
 - You entered your password incorrectly four consecutive times, causing your account to be locked.
 - Your password has expired. Passwords must be changed every 90 days. If it is not changed timely, your account will be locked.The following link will take you to a page to recover your account. [IAM Password Reset/Account Unlock](#)
- Identity and Access Management User Guide:** This guide provides information for employees to access and use the Identity and Access Management (IAM) site, including account activation, email/password self-service, account recovery, account management and additional help. [Identity and Access Management User Guide](#)

Below the content is a social media sharing section with icons for Facebook, Twitter, LinkedIn, and Email. A "Was this page helpful?" section with "Yes" and "No" radio buttons and a "Submit" button is also present.

The footer is dark blue and contains the ETF logo, contact information (1-877-533-2622), and a grid of links for various services and information.





Online Tools

- Employer Training >
- ETF Web Applications for Employers (formerly on the ONEsite) >
- myETF Benefits Administrator for Employers >
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Forms and Brochures

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- Health Insurance Employer Forms >
- Life Insurance Employer Forms >
- Income Continuation Insurance Employer Forms >

All Employer Forms and Brochures

WRS Employer Forms

Use these forms for the administration of the WRS Retirement Benefit. If you are not finding what you need, go to the [Publications](#) page to search through all publications.

Use the keyword filter to search and narrow down the table by form name or ET number.

Filter form by typing keywords

ET Number	Form Name
ET 1343	Agreed Disposition Form
ET 1348	Authorization to Withdraw from Medical Insurance
ET 1736	Authorized Drawing Order (ACH Direct Withdrawal Authorization)
ET 8090	Distribution Election/Address Specifications for Withdrawal of Benefits
ET 8091	Distribution Election/Address Update Selection for January 1, 2015 Withdrawal of Benefits
ET 2007	Employee Identification Correction Change
ET 6009	Employee Certification of Eligibility for Public Safety Officers' Cumulative Benefit Tax Exemption
ET 2571	Form Employer Benefits Checklist
ET 2572a	Form Employer Agreed/Consent Withdrawal Retirement System Testing Checklist
ET 8663	Order Request for Employees Security Agreement
ET 1349	Request for Account Form
ET 1311	Request to Revoke Prior Creditable Service
ET 2000	Termination Checklist For Full-Time Employees
ET 2004	Termination Checklist For Part-Time Employees
ET 2005	Termination Checklist For 1099 Employees
ET 1127	Withdrawal Retirement System Administration Notice

- Employers
- Departmental Employer News
 - Withdrawal Retirement System
 - Investment Programs
 - Employee Training
 - Withdrawal Defined Contribution Program
 - Financial Information for Employers
 - How to Become a Participating Employer
 - Employee Plans, Withdrawals and Publications
 - Subscribe to ETF's most useful





Online Tools

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Forms and Brochures

- [New Employee Benefit Checklist \(ET-2572\)](#)
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- [WRS Employer Forms](#)
- [Health Insurance Employer Forms](#)
- [Life Insurance Employer Forms](#)
- [Income Continuation Insurance Employer Forms](#)

[All Employer Forms and Brochures](#)

All Employer Forms and Brochures

Resources for Employers

**WRS case managers
Employer Communications Center
Toll-Free (877) 533-5020 option 2**

WRS Employer Trainer ETFSMBEmployerTraining@etf.wi.gov

Thank you



wi_etf



etf.wi.gov



ETF E-mail Updates



608-266-3285

1-877-533-5020