Navigate to <u>https://etf.wi.gov/employers</u> and scroll down to the *Online Tools* section. Click on *ETF Web Applications for Employers*.

Employer Training (	()
b Applications for Employers	New Employee Benefit Checklist (ET-25)
TF Benefits Administrator for	WRS Employer Forms
ployers	Health Insurance Employer Forms
nagement Ier Employer Forms	Life Insurance Employer Forms     Income Continuation Insurance Employee
ubscribe to ETF E-mail Updates	Forms

Once on the ETF Web Applications for Employers page, select the WRS Account Update application.

	Books Reduced WRS Performance New Version Education A / Employer / Weinrich Indexem: Spann / 207 Wei Augustanies for Employeers FTF Wein Applications for Employeers	Brighgen	
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Once in the WRS Account Update application, select P031 – Name/Address Change.

Account Updates Menu	Logout
/RS Enrollment/Descriptive Data Changes	
P060 - WRS Enrollment (ETF will require documentation to change incorrect SSN or DOB)	
P031 - Name/Address Change (Does not change employee SSN or DOB, contact ETF)	
P036 - Gender Change	
P033 - WRS Enrolment Date Change	
urrent Year Transactions	Corrections to Current Year Transactions
P001 - Termination - Employment or Retirement	P081 - Correction to P001 Termination
P003 - Termination - Not Eligible Employee worked less than 30 calendar days	
or rehied annutant enrolled in error)	P084 - Correction to P004 Termination Non Work-Related Illness/Injury
2004 - Termination - Non-Work-Related Intessinjury	P085 - Correction to P005 Dismissal
2006 - Termination - Death	P086 - Correction to P006 Death
2007 - Termination - Urabard Part Time Elected Service	P087 - Correction to P007 Waived Part Time Elected Service
P008 - Termination - Work-Related Illness/Injury	P088 - Correction to P008 Termination for Work-Related Illness/Injury
P010 - Employment Category Change with Money	P090 - Correction to P010 Employment Category Change
	P089 - Correction to P054 or P058 Leave of Absence
P050 - LOA - Military Union Leave	
P051 - LOA - Unpaid Leave of Absence	
P053 - LOA - Begin Layoff	
P054 - LOA - Non Work-Related Illness/Injury	
P058 - LOA - Work Related Illness/Injury	
rior Year Transactions	Pending Transactions
2027 - Prior Year Reductions Year	Pending Transactions
P029 - Prior Year Additions Year 🗸	

Complete the entry and submit the transaction.

Setf	Wisconsin Retirement System (WRS) P031 Name/Address Change Entry Form
Account Updates Menu	Logout
	Please refer to the WRS Administration Manual for specific instructions.
	Click here to view the manual.
	Employer Information
Employer: Agent Title: Agent Name:	Report Date:
	Employee's Indicative Data
Social Security Number: First Name, Middle Initial: Last Name, Middle Initial: Address: City, State, Zip: Date of Birb: Gender: (M or F)	Complete all fields including the new address
	Coverage Data
Employment Category: Please select one  30 General Employment 31 Court Reporter  *	Select the employee's Employment Category
Submit Click Subm	nit

After overnight processing, navigate back to the Active Employee Listing, Export to Excel, and verify the address has been updated successfully.