

# WRS Earnings Reconciliation Reports (Final)

## General Information

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## General Information

This application provides online access to the post-annual reconciliation reports via the ETF Web Applications for Employers page. These reports are used by employers to identify and resolve prior year variances. Nine reports are available online.

## Employee Transaction Detail

- This report provides a detailed transaction listing by individual employee. It shows the earnings, service, and contributions that were loaded by employment category for each employee. By clicking the “Export to Excel” button, the user can download this information to a spreadsheet. Employers with greater than or equal to 250 employees must “Export to Excel” to see their transactions. The report will give employers electronic access to employee loaded information, which they can use to help identify reconciliation variances. The report is static and only includes transactions prior to the annual report being balanced by ETF.

## Suspended Employee Transactions

- This report provides a list of all WRS employer transactions that have not loaded. Transactions shown are as current as of the previous night. This report will allow employers to see the error type that caused their transaction not to load. Please contact the Employer Communication Center at (608) 264-7900 or 1 (888) 681-3952 with any questions regarding suspended transactions. The suspended employee transactions report in reconciliation reports final is not historical information and displays the same information as the reports ongoing reports application.
- Common Suspended Transaction Error Types
  - **“Status in category is not active”** – The participant has already been terminated or is no longer active within this category. To become an active employee after a termination, an enrollment is needed.
  - **“Social security number not found”** – The SSN, as entered, is not found as enrolled in the WRS.
  - **“Begin date is later than current date”** – The action date cannot be in the future. Employees may not be enrolled for a future hire date but may only be enrolled on or after their actual start date.
  - **“No original transaction exists for this correction”** – In order to correct a previously submitted transaction, there must be an original transaction. For example, in order to submit an action code 81 (correction to a previously submitted 01 termination), there must be a valid 01 termination loaded.
  - **“SS#/empr/category do not match to table”** – This is common when the wrong category for an employee is submitted. If an employee works in multiple categories, an enrollment is needed for each category.

## Employer Contribution Summary

- This static report provides a breakdown by employment category of what an employer reported in earnings, the associated rate components, and contributions for the year selected.

## Remittance Reports by Month

- This is a static monthly log of the earnings reported by employment category, and additional contributions reported to ETF for the year selected. There may be multiple remittance reports per month depending on whether supplemental remittance reports were filed with ETF throughout the year or in December when ETF may have submitted a remittance report on an employer's behalf to balance their annual report.

## Listing of Over/Under Entries

- This report provides a listing of over/under related transactions that were processed during the year selected and up through the previous night. If the balance shown is positive, an employer owes ETF contributions. If the balance shown is negative, an employer has a credit with ETF.

## Unfunded Actuarial Accrued Liability Statement

- For employers with an unfunded liability balance, this static report provides a beginning balance, any adjustments, payments, and interest changes along with a closing balance for the year selected.

## Earning/Contribution Reconciliation

- This report displays "Your Account Is In Balance" for all employers, regardless if your annual reconciliation was in balance for the year selected. The message is displayed as part of the annual reconciliation closeout as ETF is required to force balance all employers in order to generate Annual Statement of Benefit information.

## Contract Settlement

- This report can be used to prepare an active employee listing for the year selected to assist with retroactive contract settlements. When you export the report to excel, it will populate a list of employees for the year selected and will pre-populate transaction code P023 which is used for prior year contract settlements. The report date, employee name, employee address, employee Social Security number, action code, and action date, are all pre-filled for a late-reported contract settlement. Employers will need to enter the applicable hours, earnings and/or employee-paid contribution amounts. This report can be saved as a CSV and uploaded to ETF after the employer inputs the necessary information.

## Late Reported Earnings

- This report displays all late reported earnings transactions reported for the year selected.

## Special Notes

- The individual accessing WRS Earnings Reconciliation Reports must obtain security clearance to the "WRS Account Update" by submitting the **Online Access Security Agreement**, (ET-8928). If you cannot logon or you forgot your password, contact ETF logon and password support at 1-877-533-5020 or 608-266-3285.
- The application requires your **Web browser** to have cookies enabled and JavaScript enabled.
- The application is best viewed by Internet Explorer version 8.0 or later or Mozilla Firefox version 3.6 or later.
- Please use the **logout** feature at the top of the screen when done working with the application, to protect confidential employee data.

- When you perform an inquiry, you are provided with raw data exactly as it exists in ETF’s database. However, ETF cannot guarantee the integrity of the data after it has been manipulated by an employer in Microsoft Excel. Please use caution when sorting columns and making other changes in Microsoft Excel.
- When printing reports from this application, it is recommended to change your print orientation to landscape for best results.
- When navigating between reports, utilize the “Link To” dropdown box. Clicking the “Back” button on your browser will cause the application to time out.
- If you cannot access these reports for any reason or for additional assistance, please call the Employer Communication Center at 1-877-533-5020 or 608-266-3285.

## Step-by-Step Instructions (Text Only)

- 1) Navigate to the ETF Web Applications for Employers page.
  - a) <https://etf.wi.gov/employers/wisconsin-retirement-system/etf-web-applications-employers>
- 2) Scroll down and select the “WRS Earnings Reconciliation Reports” link.
- 3) The “ETF Web Application Logon” screen will appear.
- 4) Type your User ID.
- 5) Press the “Tab” key.
- 6) Type your password.
- 7) Click “Login”
  - a) If you cannot logon or you forgot your password, contact ETF logon and password support at 1-877-533-5020 or 608-266-3285.
- 8) Type your seven-digit employer number. (No dashes or spaces)
- 9) Click the “Submit” button.
- 10) Select the year to view using the drop down menu.
- 11) Select the report you wish to view from the options shown while using the drop down menu.
- 12) Click “Display”
  - a) **Employee Transaction Detail**
    - i) Click “Export to Excel” to put in an Excel spreadsheet. Employers with greater than or equal to 250 employees must click “Export to Excel” to retrieve data.
  - b) **Suspended Employee Transactions**
    - i) Click “plus sign” to expand a selected suspended transaction.
    - ii) Click “minus sign” to minimize a selected suspended transaction.
  - c) **Employer Contribution Summary**
  - d) **Remittance Reports by Month**
  - e) **Listing of Over/Under Entries**
  - f) **Unfunded Actuarial Accrued Liability Statement**
- 13) Select the report you wish to link to from the options shown while using the “Link to” drop down menu.
- 14) When finished, click the “Logout” link directly below the ETF logo in the upper left hand corner of the screen.
- 15) When printing reports from this application, it is recommended to change your print orientation to landscape.